User manual (2012)

Note that in order to improve the viewing of the illustrations, you can always zoom in (for example at 125%).

www.vsps123.com

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1. Terms and conditions

As displayed when you install the VSPS software, it is important to read the following terms and conditions (“COPYRIGHT” and “DISCLAIMER OF WARRANTY”) because the installation will indicate your acceptance of the following terms and conditions.

COPYRIGHT

Contrary to most softwares, you are allowed to install VSPS on as many computers as you wish. However, the user has the right to process payrolls only for businesses that he bought an annual license for. It is strictly prohibited to copy or reproduce, in whole or in part, this software or the documentation, without a written approval of DL Soft Inc.

Copyright (c) 2003-2012 DL Soft Inc.
All rights reserved.

Windows is a trademark of Microsoft Corporation.

DISCLAIMER OF WARRANTY

Even though many efforts have been made during the preparation of the VSPS software to ensure its accuracy and compatibility, this program is provided “as is” without any warranty of any kind. **Therefore, DL Soft Inc. does not give any explicit or implicit guarantee and disclaims any responsibility for damage due to the use of the VSPS software.** Moreover, the present manual is subject to change without notice.

2. Overview

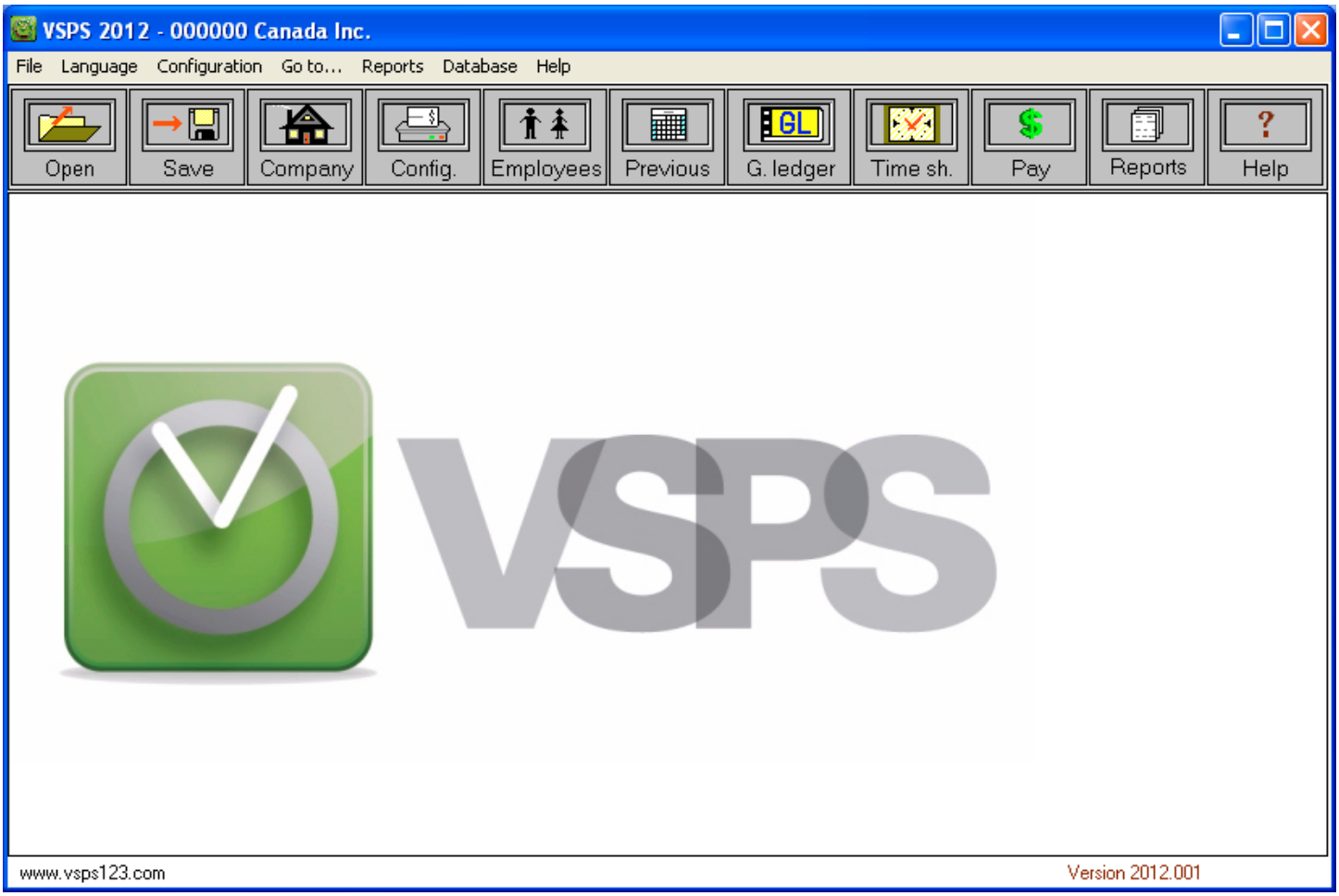


Figure 2.01: Main window of the VSPS program

INTRODUCTION

Dear customer**,** we thank you for your purchase of the VSPS program and hopes that you will appreciate it.

Briefly, the major VSPS features are:

- **Unique presentation of the data** resembling a payroll book to offer a very simple look and detailed results.

- **Exceptional flexibility** (substitutions allowed for most of the calculated fields, possibility to modify and even erase a pay, possibility to reprint cheques, reverse a batch of payroll journal entries, etc).

- **Time sheets with option to attribute hours to projects** (i.e.; research and development, training, activities, customers, etc).

♦ **Journal entries with possible exportation to many accounting programs** (Accpac, Simply Accounting, Acomba, QuickBooks, etc).

♦ **Very useful reports**

- Previous pay report with corrections allowed.
- Detailed or summary payroll results for a given period of time upon different criteria.
- Source deductions and employer contributions per period (monthly, quarterly, etc).
- Detailed report for vacation to pay.
- Record of employment (ROE) when an employee quits definitely.
- T4 and Relevé 1 slips.
- Hour and cost report for a given project and selected employees.

♦ **A user friendly approach**

Even if VSPS is very easy to use, we strongly recommend that you take the time to read this manual to explore all power and options that this software provides to get your money's worth.

SYSTEM REQUIREMENTS

- IBM PC or compatible, Pentium 2 processor or higher;

- At least 512 MB (megabytes) of memory (RAM);

- Windows XP or Vista or Windows 7;

- 50 MB of free hard disk space;

- Video display with at least 800 x 600 resolution;

- Internet connection (to download the VSPS program and the upgrades).

INSTALLING THE VSPS PROGRAM

(1) First, you must download the software from the web site (**www.vsps123.com**). To do so, select "VSPS (complete software)" in the "Download" menu. Then, select the 2012 year and click "Install-VSPS2012.exe".

(2) Click on "Run".

(3) If the message "The publisher could not be verified. Are you sure you want to run this software?" is displayed, click on "Run".

(4) If the message "An unidentified program wants access to your computer" is displayed, click on "Allow".

(5) Follow the instructions and answer the questions**.**

(6) **At the end, if the message "This program might not have installed correctly" is displayed, click on "This program installed correctly".**

(7) Once the installation is complete, you must copy in the VSPS installation folder (by default, C:\VSPS 2012) the file NAMES-12.TXT that you received by email after your purchase of the VSPS 2012 license. This file is a control file containing the coded name of businesses for which you bought the VSPS 2012 license. Without this file, it is impossible to open or create a payroll database. This is why when you start the program, you can only open a file for an authorized business, meaning a business name that we added in your NAMES-12.TXT file.

* **If you used VSPS in 2011 for a business, you do not have to re-enter all information on this business, the employees, balance of vacation to pay, etc. This procedure is done automatically. To do so, first, you must download the last upgrade for VSPS 2011**. After the upgrade installation, you can create the 2012 database from the database menu of VSPS 2011. Be sure to save the 2012 database (file with the name of the business and followed by 12.DL7) in the VSPS 2012 installation directory (by default, C:\VSPS 2012). **It is very important to note that the program transfers, to the new database, information for all employees except the ones indicated as terminated in the employee files ("Employees" icon in the main window of the program). Caution: If an employee no longer works for the business but may come back to work eventually, you must select "No" in the box "Terminated".** Finally, please note that the new database creation does not affect the 2011 database.

* **If you are not familiar with the VSPS program, we strongly recommend that you read the section "First use of VSPS for a business".**

UNINSTALLING THE PROGRAM

(1) Click on “start”, “All Programs” and “Uninstall VSPS 2012”.

(2) Follow the instructions and answer the questions.

STARTING THE PROGRAM

(1) On your desk, double-click on the VSPS icon.

You can also click on “start”, “All Programs” and “VSPS 2012”.

3. First use of VSPS for a business

As mentioned in the “COPYRIGHT” section, you are allowed to install VSPS on as many computers as you wish. **However, when you buy the VSPS 2012 software, you can only process payrolls for businesses that you purchased the VSPS 2012 license for.**

The control of the authorized businesses is done by the coded file **NAMES-12.TXT**. This file is sent to you by email. **You must copy the NAMES-12.TXT file in the VSPS 2012 installation directory (by default, C:\VSPS 2012)**.

When you start the program, you can only open a file for an authorized business, meaning for which the name is coded in the NAMES-12.TXT file. Each user has a unique NAMES-12.TXT file. Note that this file can contain several authorized business names.

Concerning the payroll database, this file is saved with a “.DL7“ extension. This database is created by VSPS and the name is composed of the business name followed by “12.DL7“. For example, if the business name is “My company Inc.“, the file name will be “My company Inc.12.DL7“.

The payroll databases are always in the VSPS installation directory (by default, C:\VSPS 2012). However, if you wish to make a backup, we strongly recommend that you copy the complete VSPS 2012 folder since it also includes other important information in the subdirectories. **You should always make external backup on a CD, DVD or other device. The best thing is to preserve this backup in a different location in case of fire, theft, etc**.

From the first use of this software for a business, once you have copied the NAMES-12.TXT file in the VSPS 2012 directory, you can then create the new payroll database. To do so, in the main VSPS window, you must select “Open“. In the file selection screen, you simply have to click on the business name and then click on the “Create new file“ button.

In order to process payrolls, the next steps are:

- Enter the business information (chapter 6)
- Fill out the employee records (chapter 7)
- Enter previous payroll results before the first use of VSPS **if applicable** (chapter 8)
- Set up the cheque and pay stub print configuration (chapter 9)
- If you wish to export payroll journal entries, enter all needed general ledger accounts (chapter 12)

4. *"Open"* (selection of a payroll database)

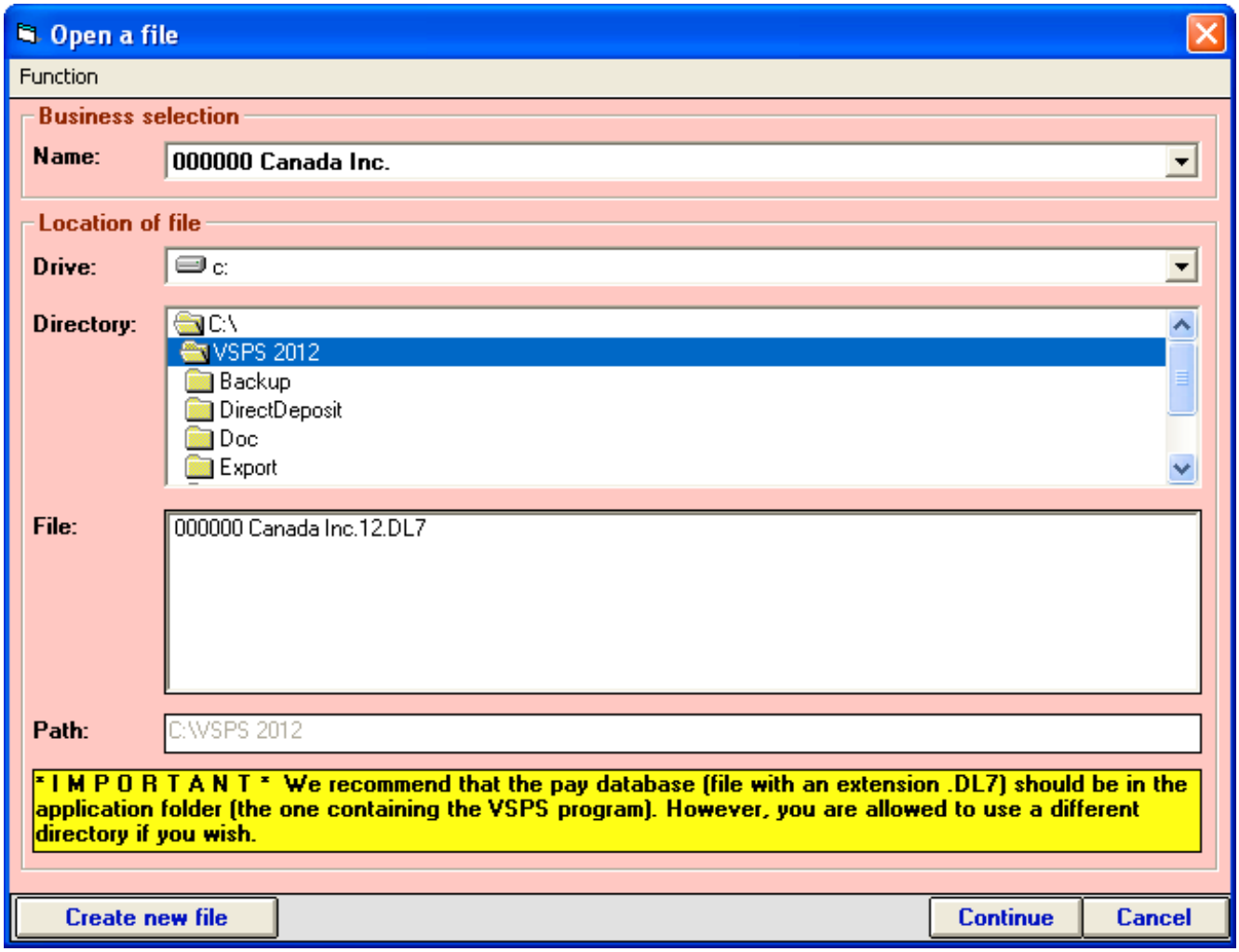


Figure 4.01:
Screen for the payroll database selection

To open a certain business payroll database, you must click on "Open " and select the business name in the scrolling list of the "Business selection". Then, in the "File" box, click on the database file for this business (the one with the ".DL7"extension) and click on the "Continue" button.

If the desired business name is not in the "Business selection" list or if the database is not displayed in the "File" box, please read the previous chapter ("First use of VSPS for a business").

5. *"Save"*

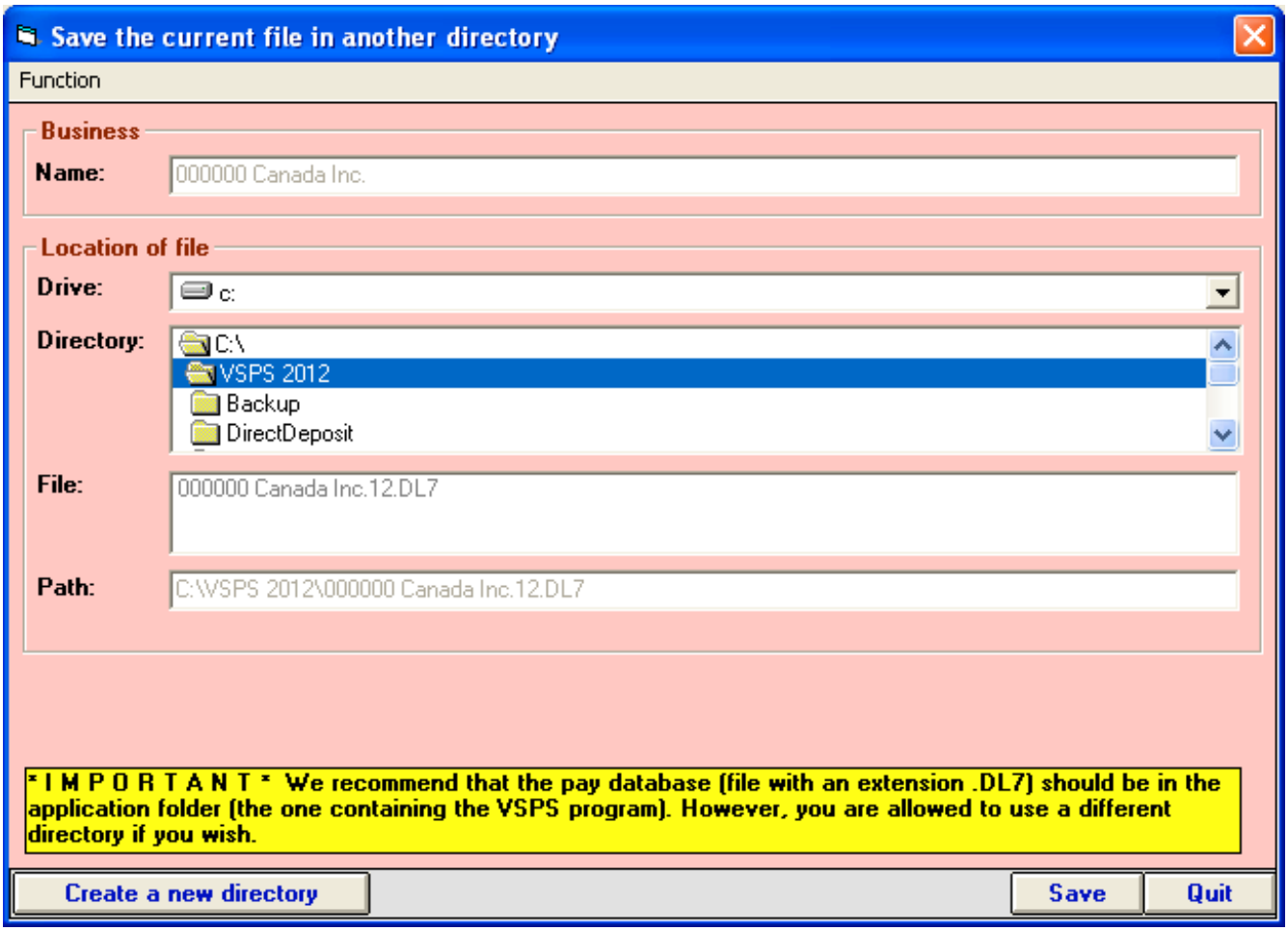

Save the current file in another directory
Function
Business
Name:
000000 Canada Inc.
Location of file
Drive:
c:
Directory:
C:\
VSPS 2012
Backup
DirectDeposit
File:
000000 Canada Inc.12.DL7
Path:
C:\VSPS 2012\000000 Canada Inc.12.DL7
* I M P O R T A N T * We recommend that the pay database (file with an extension .DL7) should be in the application folder (the one containing the VSPS program). However, you are allowed to use a different directory if you wish.
Create a new directory
Save
Quit

Figure 5.01: Screen to save a payroll database in another folder

It is important to note that with the VSPS software, all data is saved automatically in the database. Each modification is saved immediately. Therefore, you do not have to select the present function to save your data.

In fact, this function is used to save a backup copy of the payroll database (file with the extension .DL7) in a different folder from the current directory. To save a copy of the payroll database, first, you must click on the "Save " icon of the main window. Once in the selection screen, you must choose the folder and click on the "Save" button.

Finally, remember that it is very important to regularly make a backup copy of the VSPS 2012 complete folder since it also includes other important information in the subdirectories. You should always make external backup on a CD, DVD or other device. The best thing is to preserve this backup in a different location in case of fire, theft, etc.

6. *"Company" (business information)*

This window is used to enter different information about the business. Note that a field with a blue background is an obligatory field. It is still recommended to fill out all applicable fields. For example, if you wish to print the business address on your pay cheques, this information must be entered in this window.

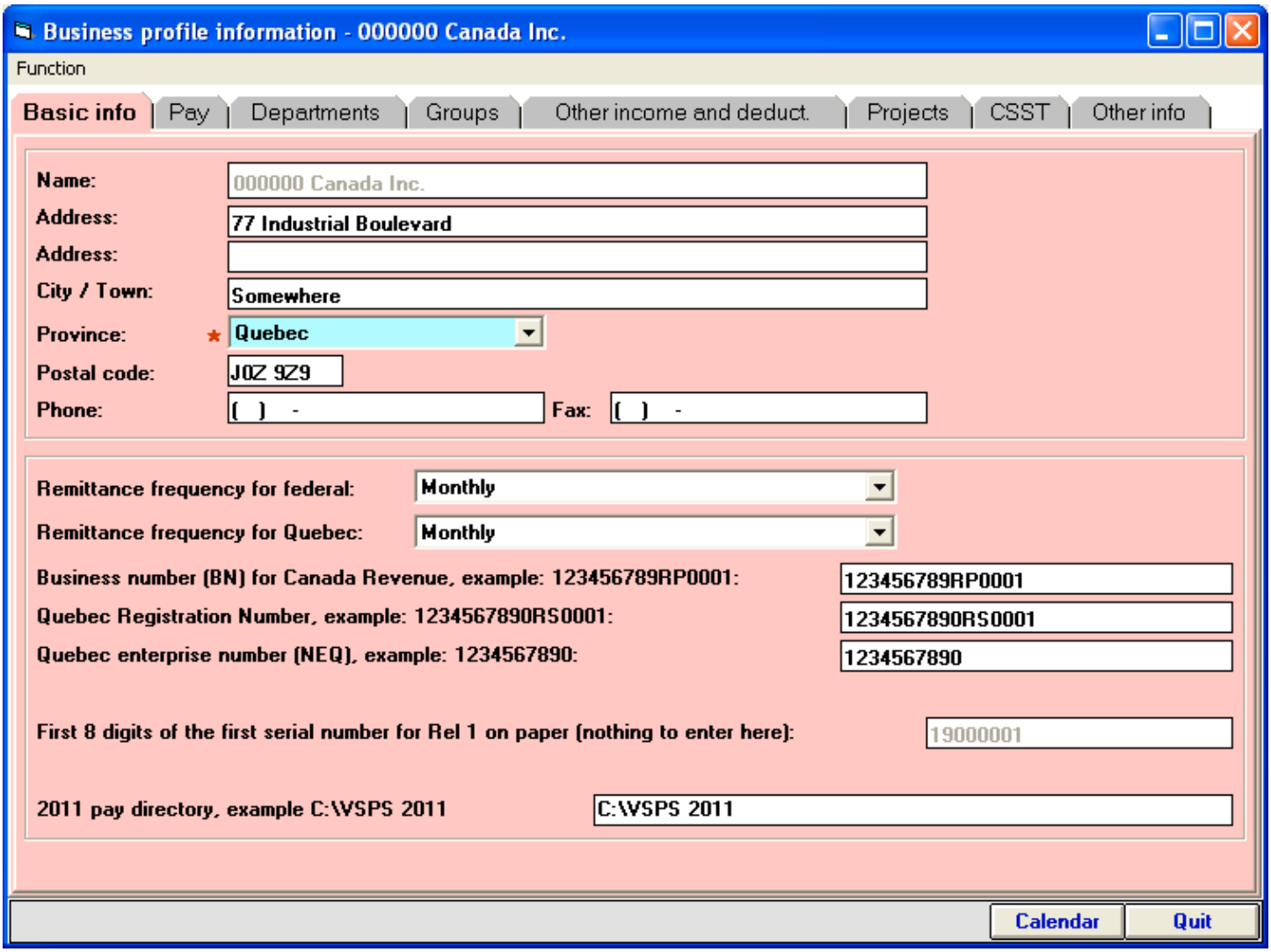


Figure 6.01:
The "Basic info" tab of the business information window

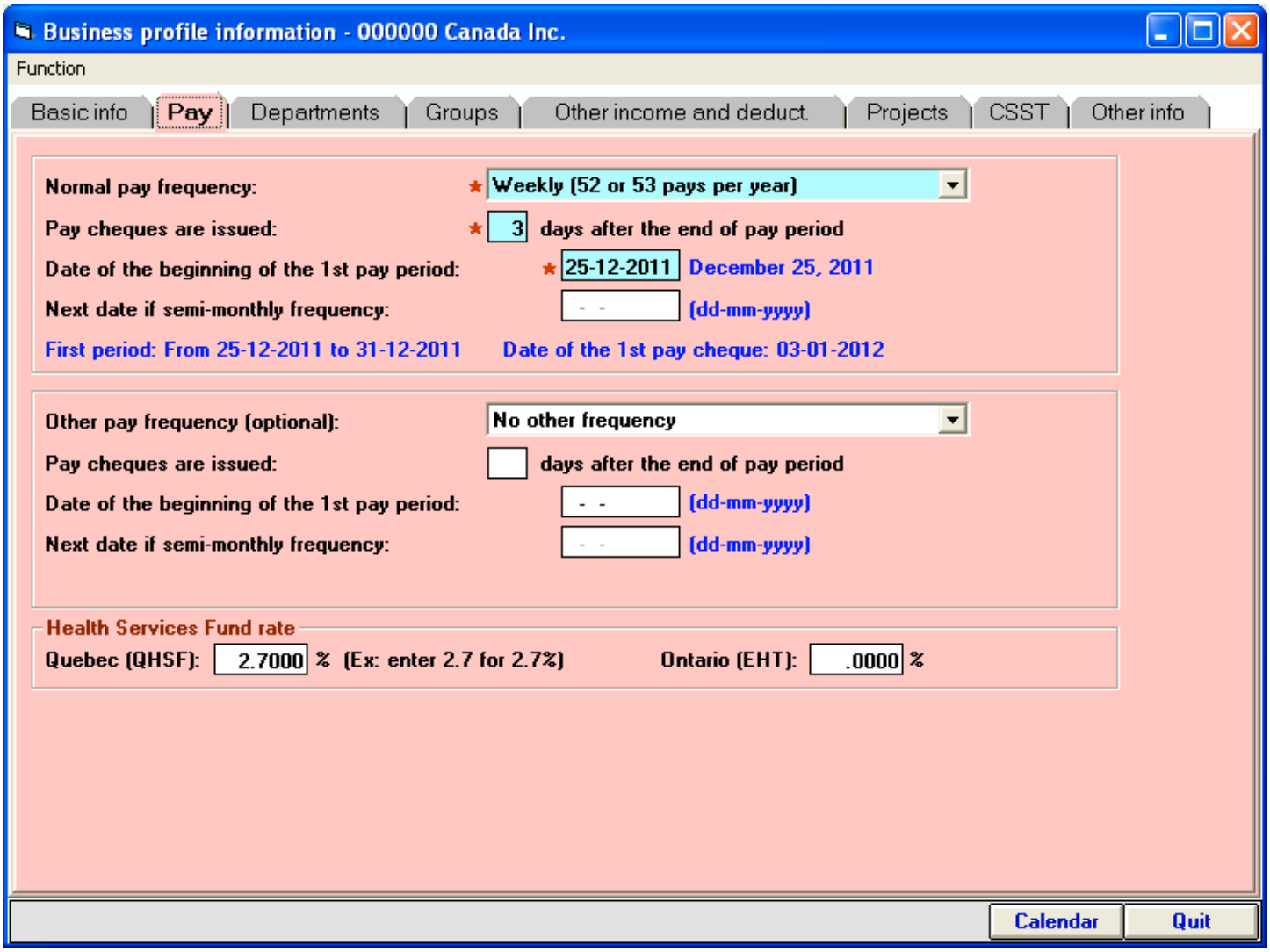


Figure 6.02:
The "Pay" tab of the business information window

As we can see in figure 6.02, the program allows 2 different pay frequencies. For example, a business could pay some employees on a weekly basis and others on a bi-weekly basis.

In the “Departments“ tab, you are allowed to name up to 10 departments (i.e.; direct labour, sales department, office, etc).

We have to mention that in the employee window, the department number is obligatory because this information is needed for some reports. This is why, by default, when you create a new employee file, the department number is #1 but you can always change this number.

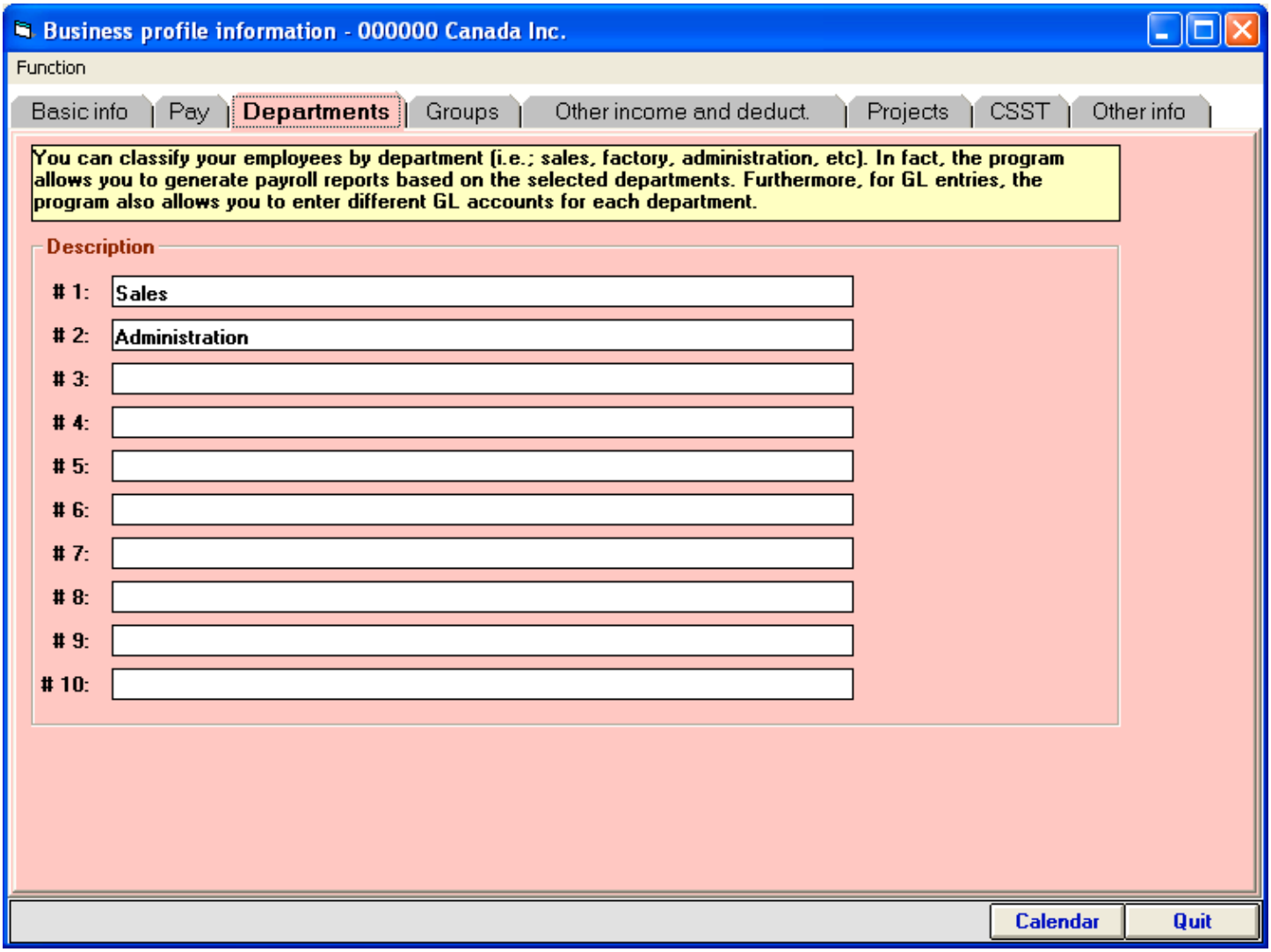


Figure 6.03:
The “Departments“ tab of the business information window

The “Groups“ tab is used to define groups, classes or employee associations (unions, professional associations, etc). This allows you to generate pay reports for a selected group.

Note that there is no limit for the number of groups that you can create.

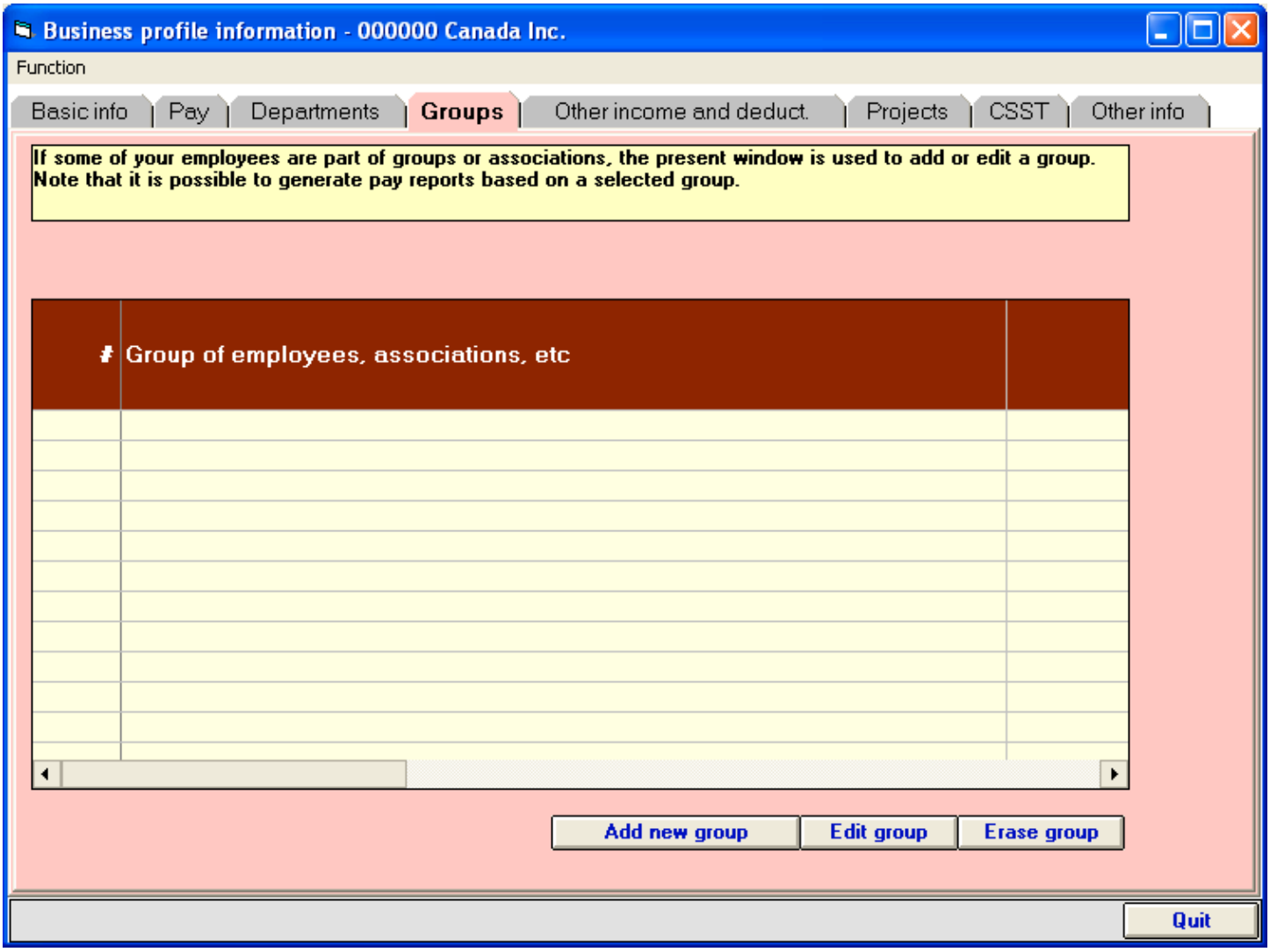


Figure 6.04:
The “Groups“ tab of the business information window

With the VSPS program, the most popular deductions (union dues, group-insurance, RPP, RRSP, etc) are already predefined. In other words, in the pay window, there is already a column for each of these deductions.

However, in the “Other income and deduct.“ tab, VSPS permits you to define up to 10 other deductions. It is recommended to enter a brief description (in the example, Child support) in order to provide more precision in the pay window and in the reports. If you do not enter a description, the deduction will be named “Other deduction X“, X representing a number from 1 to 10.

Even if, most of the time, these deductions are non-deductible for income tax matters, if needed, you can select a box in the right hand side to indicate that this deduction is tax deductible (Federal or Provincial).

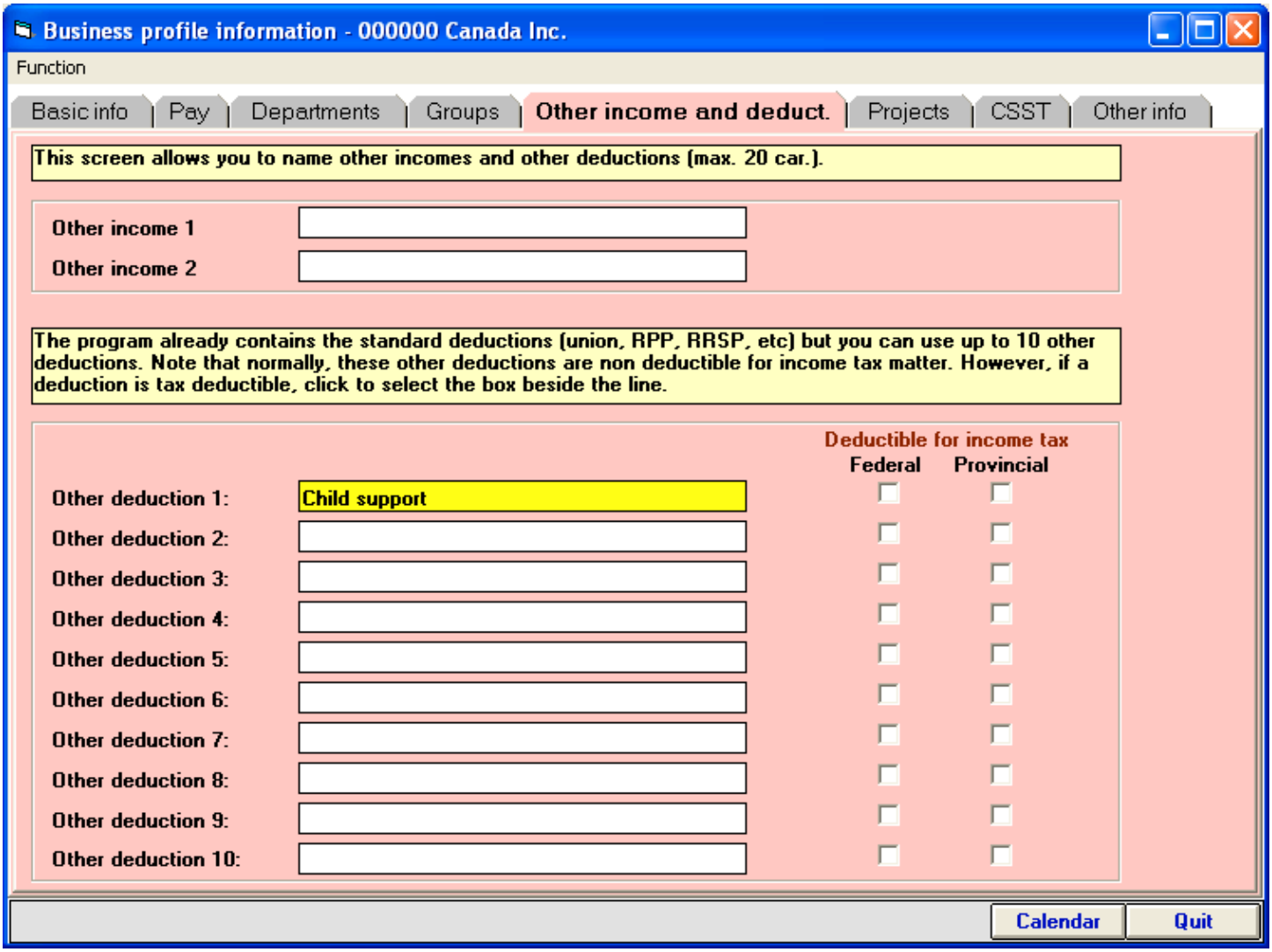

Business profile information - 000000 Canada Inc.
Function
Basic info
Pay
Departments
Groups
Other income and deduct.
Projects
CSST
Other info
This screen allows you to name other incomes and other deductions (max. 20 car.).
Other income 1
Other income 2
The program already contains the standard deductions (union, RPP, RRSP, etc) but you can use up to 10 other deductions. Note that normally, these other deductions are non deductible for income tax matter. However, if a deduction is tax deductible, click to select the box beside the line.
Deductible for income tax
Federal
Provincial
Other deduction 1:
Child support
Other deduction 2:
Other deduction 3:
Other deduction 4:
Other deduction 5:
Other deduction 6:
Other deduction 7:
Other deduction 8:
Other deduction 9:
Other deduction 10:
Calendar
Quit

Figure 6.05:
The “Other income and deduct.“ tab of the business information window

The “Projects“ tab is used when you want to compile, in the time sheets, hours and costs related to certain activities.

For example, this is useful for any business that is claiming Scientific Research and Experimental Development (SR&ED) since tax authorities require you to maintain a detailed record of hours worked for each eligible activity.

Therefore, the “Projects“ tab permits you to create projects. You can create as many projects as you wish. In the time sheets, you can then select one or several projects to distribute hours worked.

Remember that in the time sheets, when you want to divide hours between different projects, it becomes possible to generate a report for hours and costs related to a project for a given period of time for selected employees.

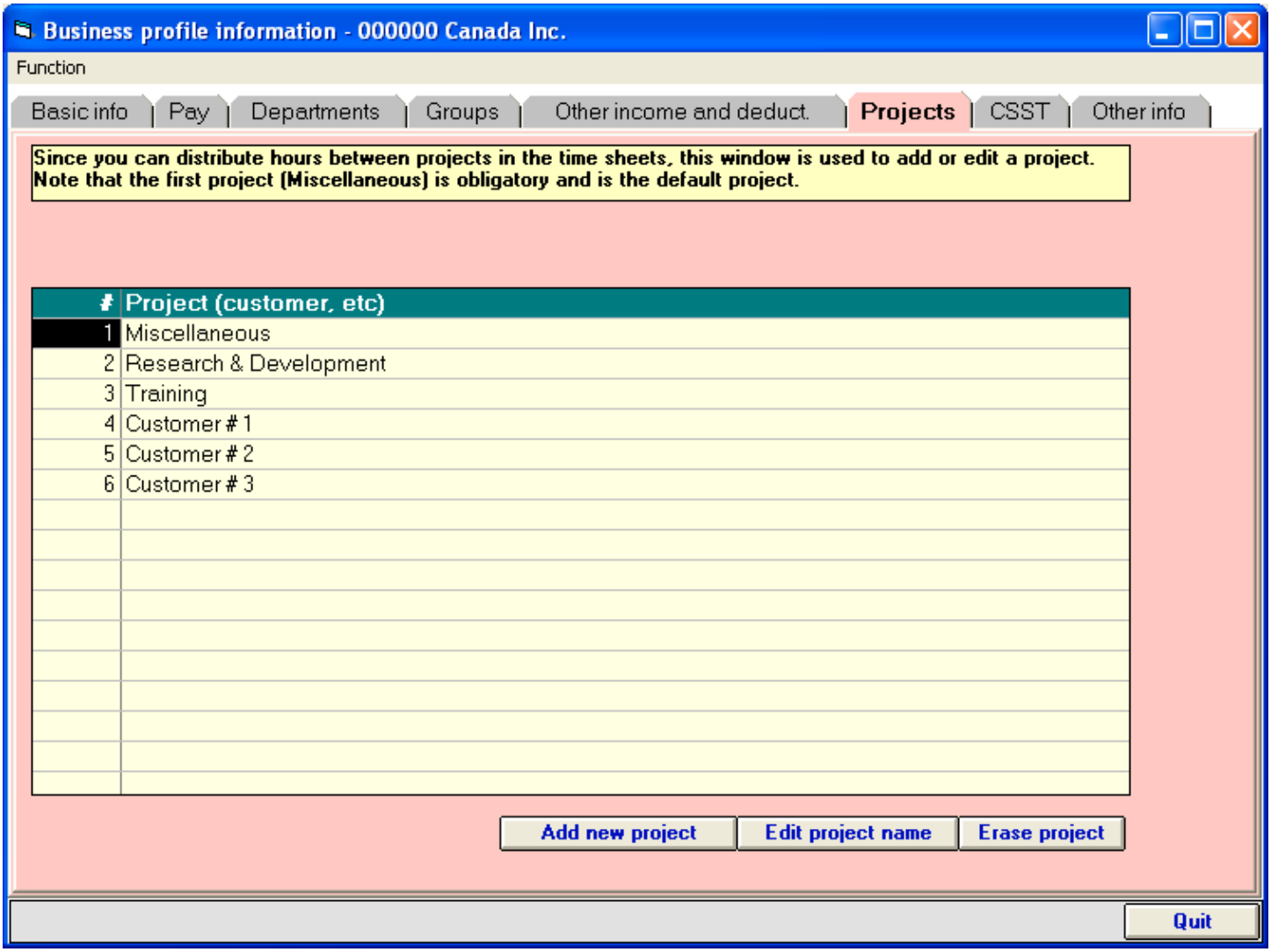


Figure 6.06:
The “Projects“ tab of the business information window

The “CSST“ tab is used by Quebec employers to enter the rate for the CSST insurance premiums. If this rate changes during the year, you have to enter the new rate and the effective date. Note that since 2011, employers are required to pay the CSST insurance premiums periodically to Revenu Quebec with the source deductions and employer contributions to Quebec.

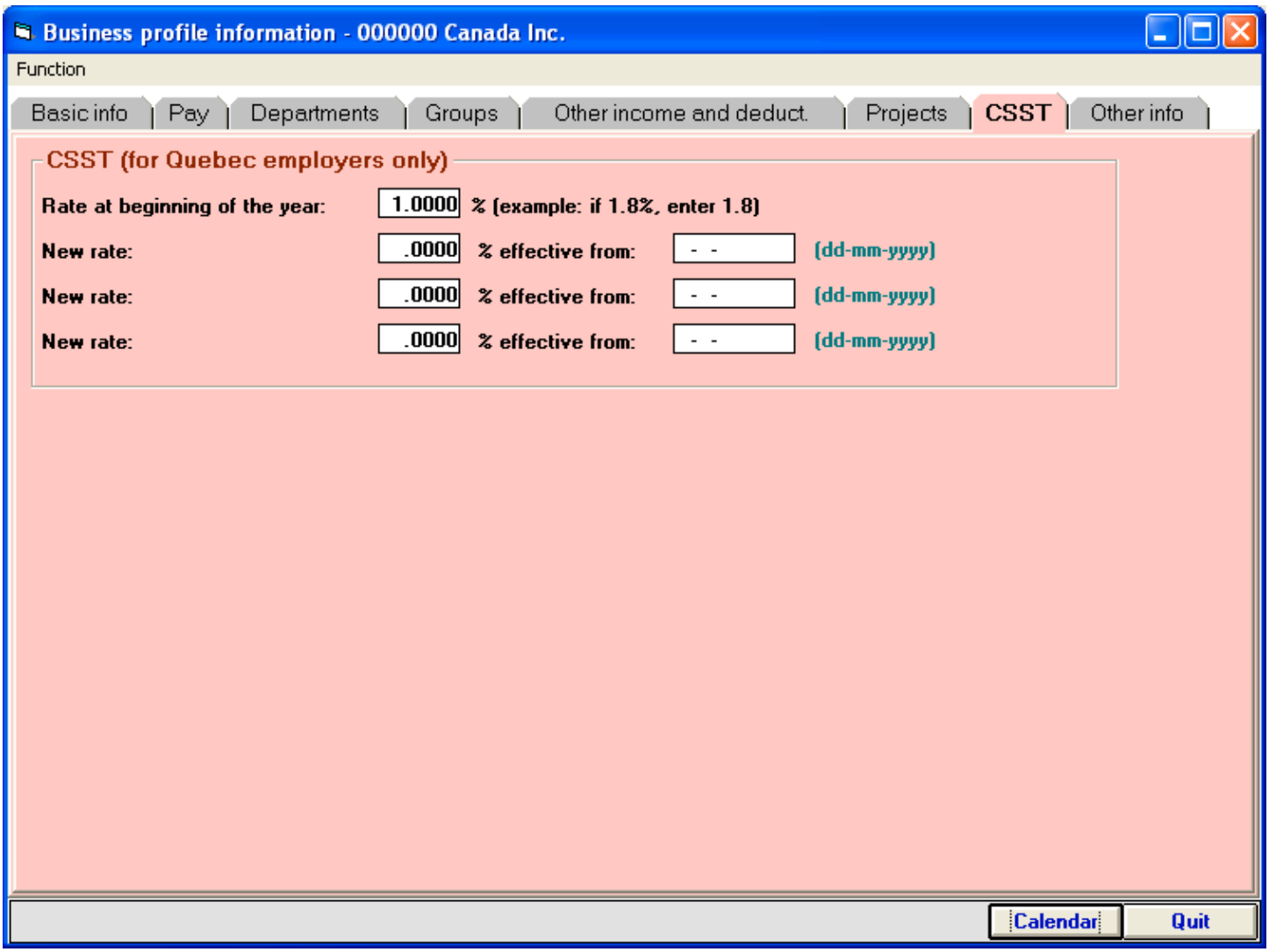


Figure 6.07:
The “CSST“ tab of the business information window

The “Other info“ tab is used to enter the information needed when an employer wants to pay his employees by direct deposit instead of printing cheques. You can obtain this information by contacting your bank.

In this window, you can also enter 5 lines of notes.

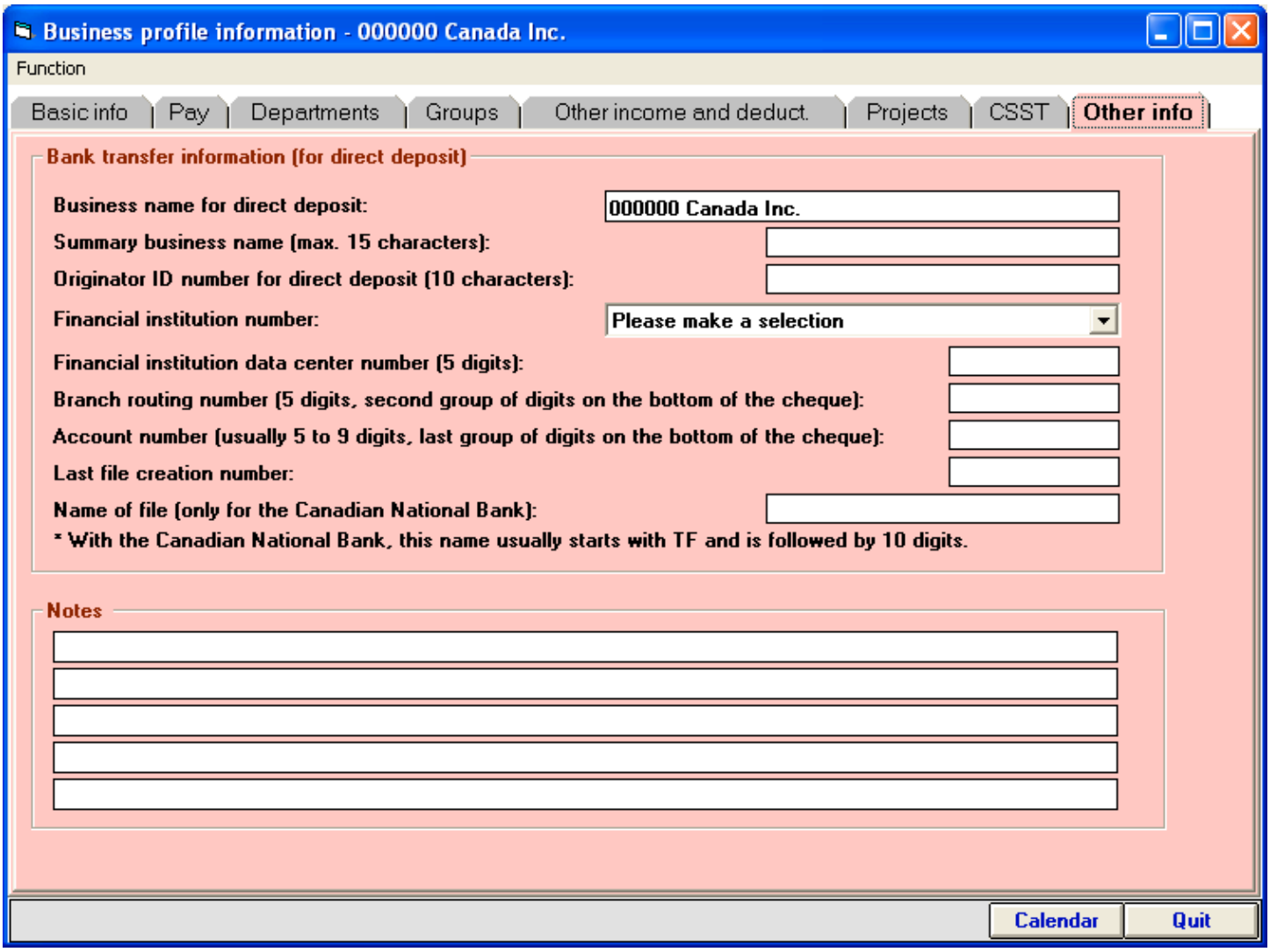

Business profile information - 000000 Canada Inc.
Function
Basic info
Pay
Departments
Groups
Other income and deduct.
Projects
CSST
Other info
Bank transfer information (for direct deposit)
Business name for direct deposit:
000000 Canada Inc.
Summary business name (max. 15 characters):
Originator ID number for direct deposit (10 characters):
Financial institution number:
Please make a selection
Financial institution data center number (5 digits):
Branch routing number (5 digits, second group of digits on the bottom of the cheque):
Account number (usually 5 to 9 digits, last group of digits on the bottom of the cheque):
Last file creation number:
Name of file (only for the Canadian National Bank):
* With the Canadian National Bank, this name usually starts with TF and is followed by 10 digits.
Notes
Calendar
Quit

Figure 6.08:
The “Other info“ tab of the business information window

7. *"Employees" (employee files)*

This window is used to fill out employee records. There are different tabs in this screen. Each blue box represents an obligatory field.

When you have to create a new record for a new employee and you do not have his social insurance number (S.I.N.), the program offers you to generate a temporary number in order to be able to continue the record creation. Of course, when you get the real S.I.N. from this employee, you have to return to his record and change this number.

To create a new employee record, you must click on the "New employee" button. Note that, in these circumstances, it is the VSPS program that generates the employee number because this number is used for identification and must be unique.

To move from one employee record to another, you can use the arrows at the bottom of the screen. You can also use the search box to find an employee by his name or by his number. This is faster when there are several employees.

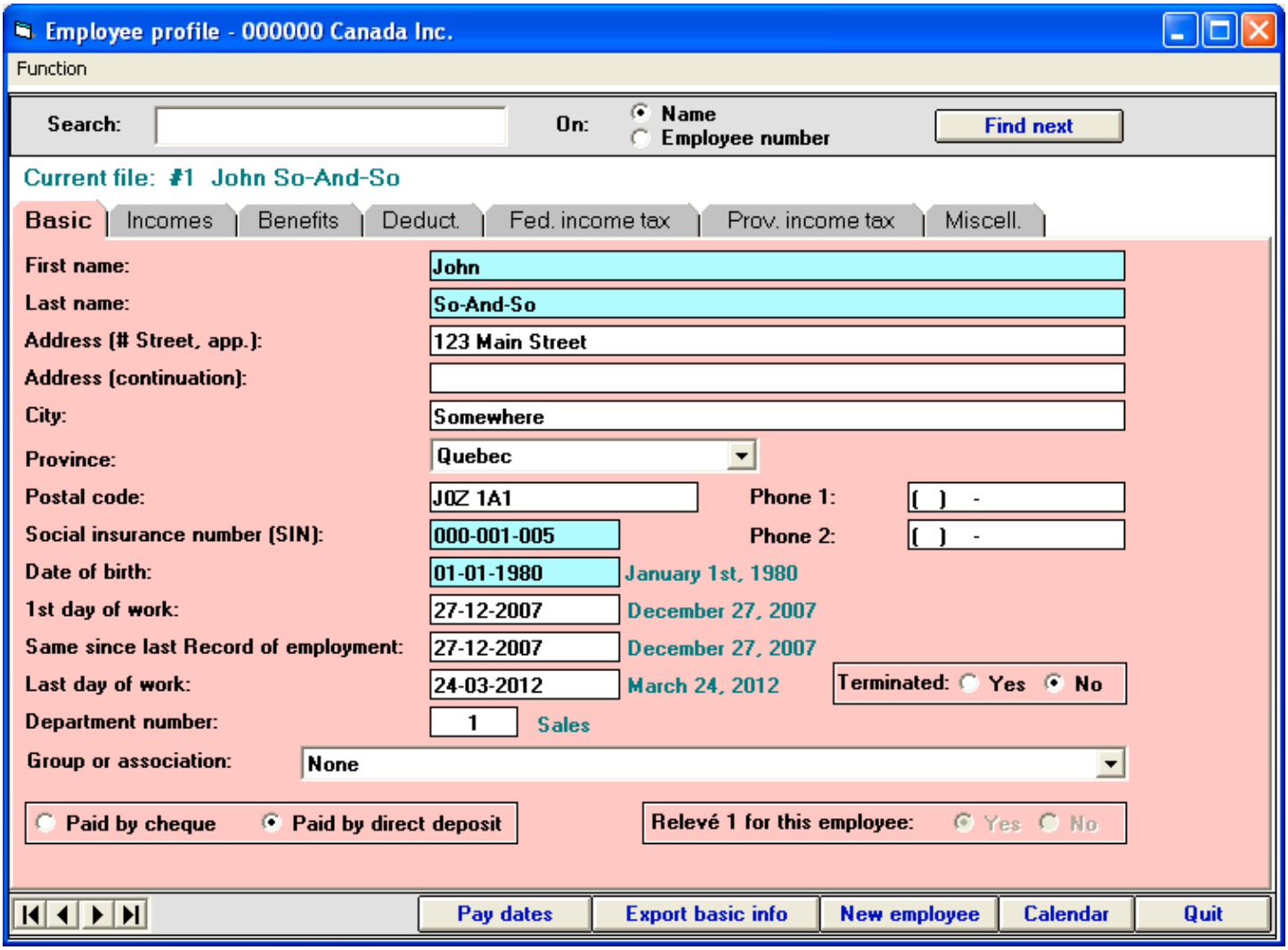


Figure 7.01: "Basic" tab of the employee record

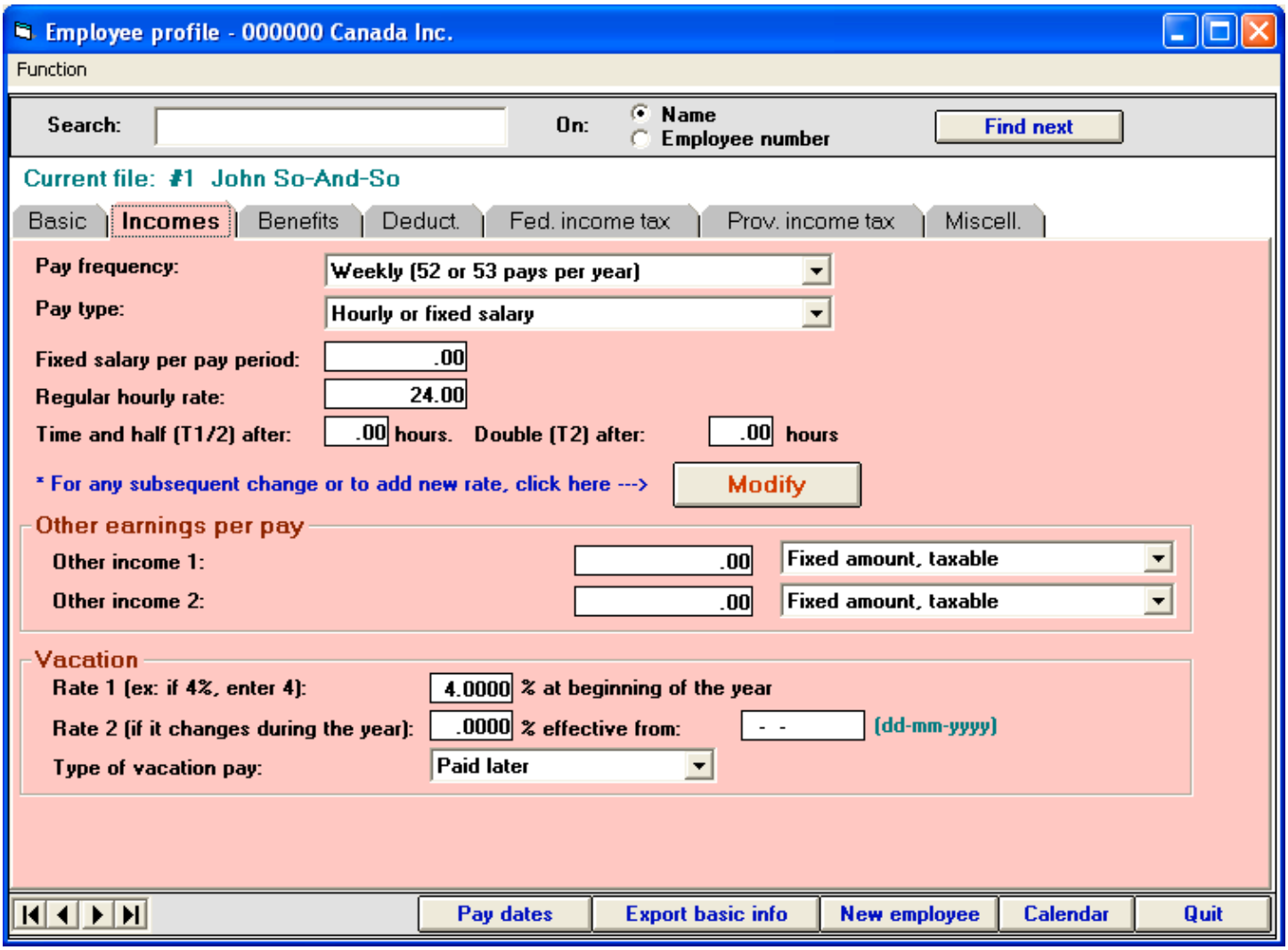


Figure 7.02:
"Incomes" tab of the employee record

With VSPS, an employee can be remunerated on an hourly rate **and/or** fixed salary.

The program even allows you to pay an employee with two different hourly rates. For example, in the restaurant business, a person could have an hourly rate for hours worked as waitress and another rate for hours worked in the kitchen.

The second hourly rate must be entered in the addendum of the employee record. To display this window, you have to click on the "Modify" button.

In the field "Pay type", there is a choice to indicate that the employee will be paid mainly by commissions. If this is the case, do not forget to fill out the required information in the "Fed. income tax." tab (estimated total income and expenses for the year in form TD1X).

It is important to note that when the hourly rate or the fixed salary changes, for example, when a pay raise happens, you must not enter this modification directly in the employee record window because in this screen, the amount is the one effective at the beginning of the year. Instead, you must enter this in the Addendum window by clicking on the "Modify" button (see figure 7.03).

With the program, you can register up to 3 salary changes during the year. However, if an employee has more than 3 salary changes in a year, you can always use the second hourly rate if the employee is paid on only one hourly rate.

When you register a change for the hourly rate or the fixed salary, you must indicate the effective date of this modification. It is important to note that, with VSPS, **you have to enter the cheque date**. For example, if an employee receives a pay raise effective June 1st, you must enter the cheque date of the pay period that includes June 1st. In other words, a salary change is always effective from the beginning of a pay period. To help you determine the cheque date to enter, the "Pay dates" button allows you to view the details for every pay period (beginning of the pay period, end of the pay period and cheque date).

If the salary change does not occur at the beginning of a pay period, you can proceed in different manners. Let us take the following example. During a pay period, an employee worked 16 hours at $10.00 per hour and 24 hours at a new hourly rate of $11.00. To calculate his pay, the simplest way is to enter an amount of $24.00 in the "Other income 1" column of the pay window (only the amount of the raise) and register the new hourly rate effective from the cheque date of the next pay period. Another way is to use an average hourly rate of $10.60. Finally, you could also proceed with Rate 1 and Rate 2 of the time sheet.

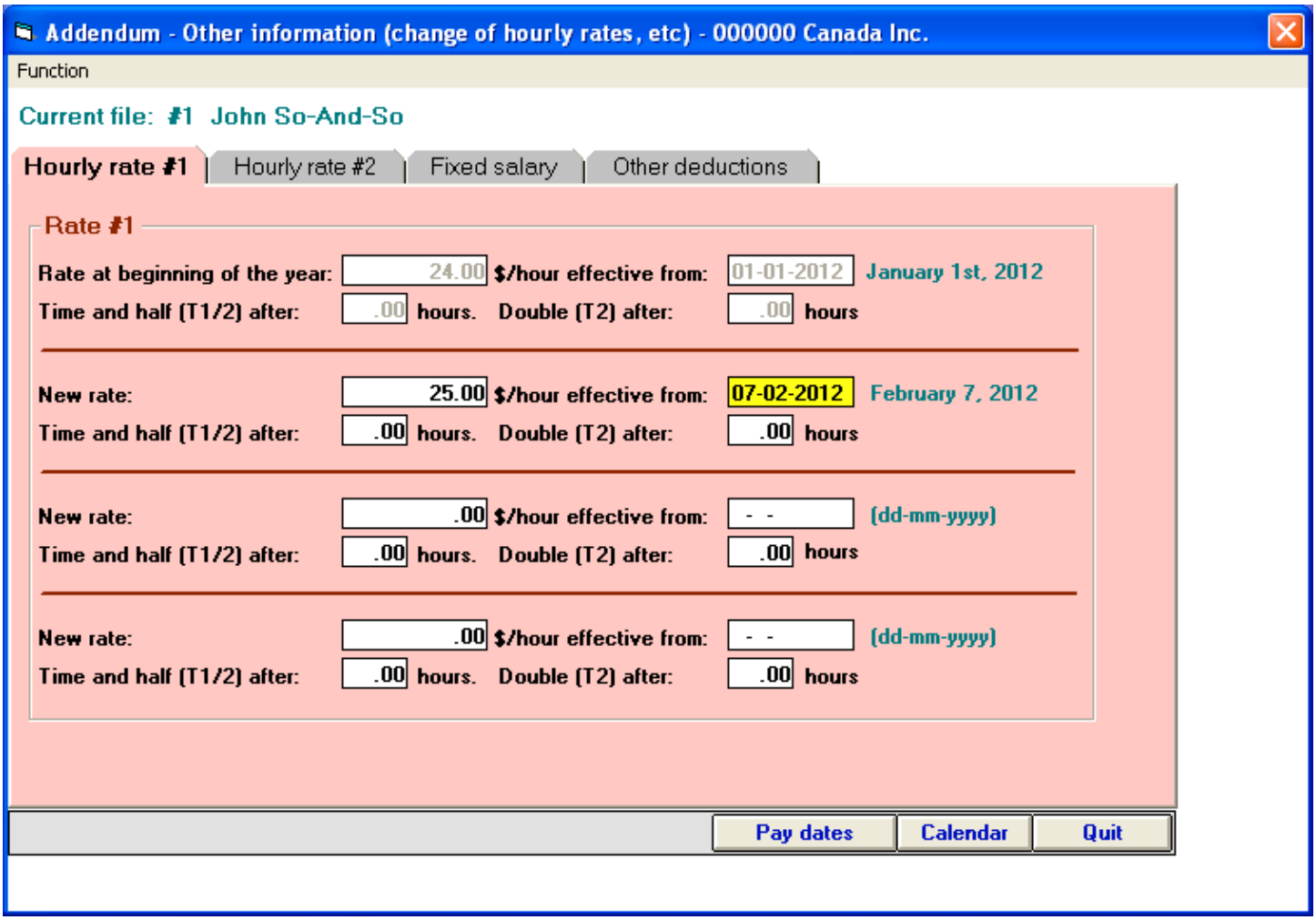

Addendum - Other information (change of hourly rates, etc) - 000000 Canada Inc.
Function
Current file: #1 John So-And-So
Hourly rate #1
Hourly rate #2
Fixed salary
Other deductions
Rate #1
Rate at beginning of the year: 24.00 $/hour effective from: 01-01-2012 January 1st, 2012
Time and half (T1/2) after: .00 hours. Double (T2) after: .00 hours
New rate: 25.00 $/hour effective from: 07-02-2012 February 7, 2012
Time and half (T1/2) after: .00 hours. Double (T2) after: .00 hours
New rate: .00 $/hour effective from: - - (dd-mm-yyyy)
Time and half (T1/2) after: .00 hours. Double (T2) after: .00 hours
New rate: .00 $/hour effective from: - - (dd-mm-yyyy)
Time and half (T1/2) after: .00 hours. Double (T2) after: .00 hours
Pay dates
Calendar
Quit

Figure 7.03: Addendum for the employee record

Concerning the vacation rate, because this rate can change during the year, a box is reserved for any vacation rate modification. **It is important to note that you must not enter the new rate in "Rate 1" field** because this field is used for the vacation rate effective at the beginning of the year. As indicated in the screen, you must enter the new vacation rate in "Rate 2" box and enter the cheque date of the pay period that includes this change.

Moreover, the "Benefits" tab of the employee record permits you to register other periodic income that is not paid in money but must be included in the taxable income. These amounts are considered in the income tax calculation and other source deduction (i.e.; CPP).

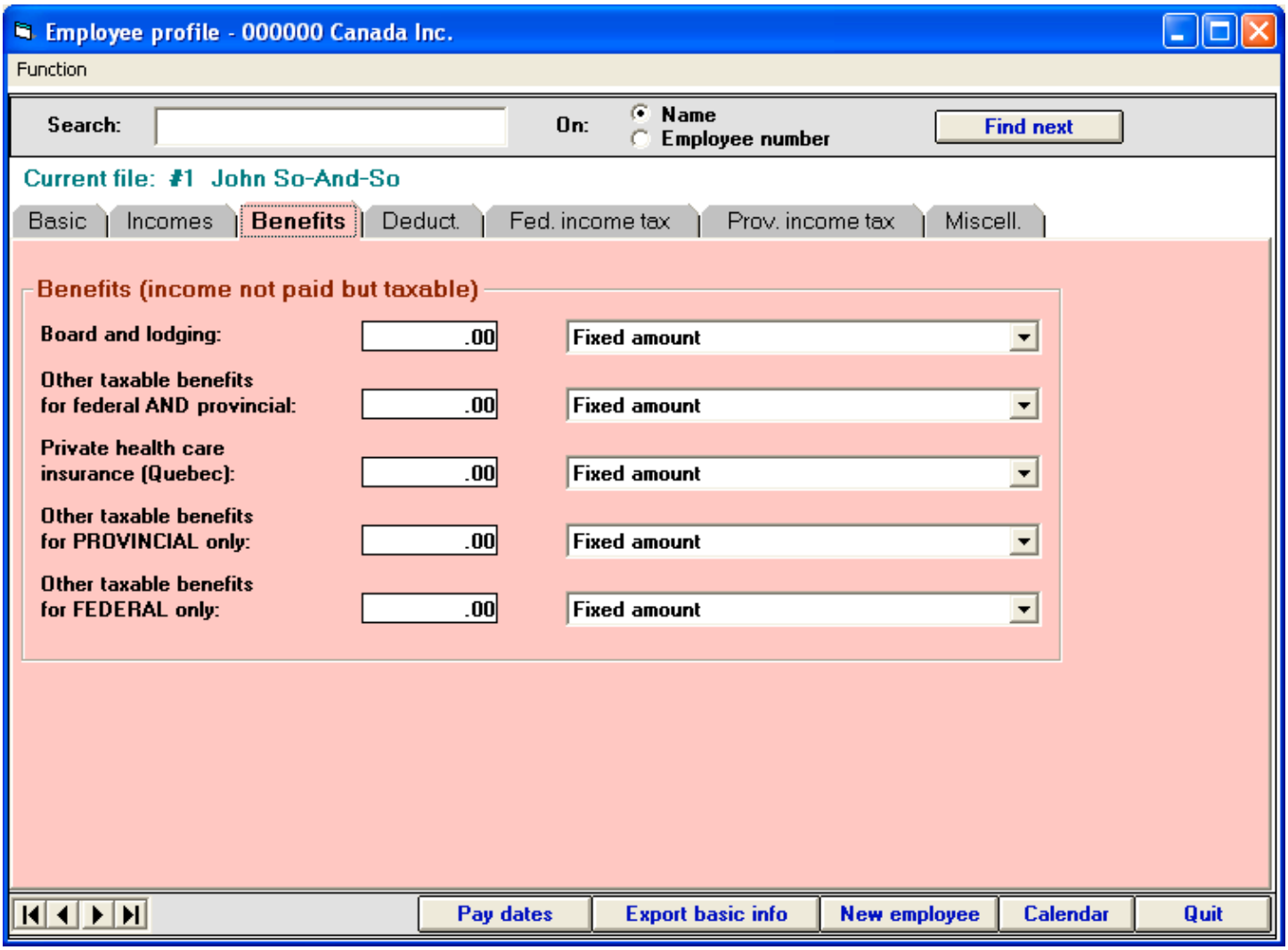


Figure 7.04:
"Benefits" tab of the employee record

In the “Deduct.“ tab of the employee record, first, you have to indicate if the employee is exempt from Canadian employment insurance (EI), Canadian or Quebec pension plan (CPP/QPP) or Quebec parental insurance plan (QPIP).

This window also permits you to register periodic deductions for an employee. As mentioned in chapter 6, with VSPS, the most popular deductions (union dues, group-insurance, RPP, RRSP, etc) are already predefined but VSPS also allows you to use up to 10 other deductions. To access the window for these other deductions, you have to click on the “Other deductions“ button.

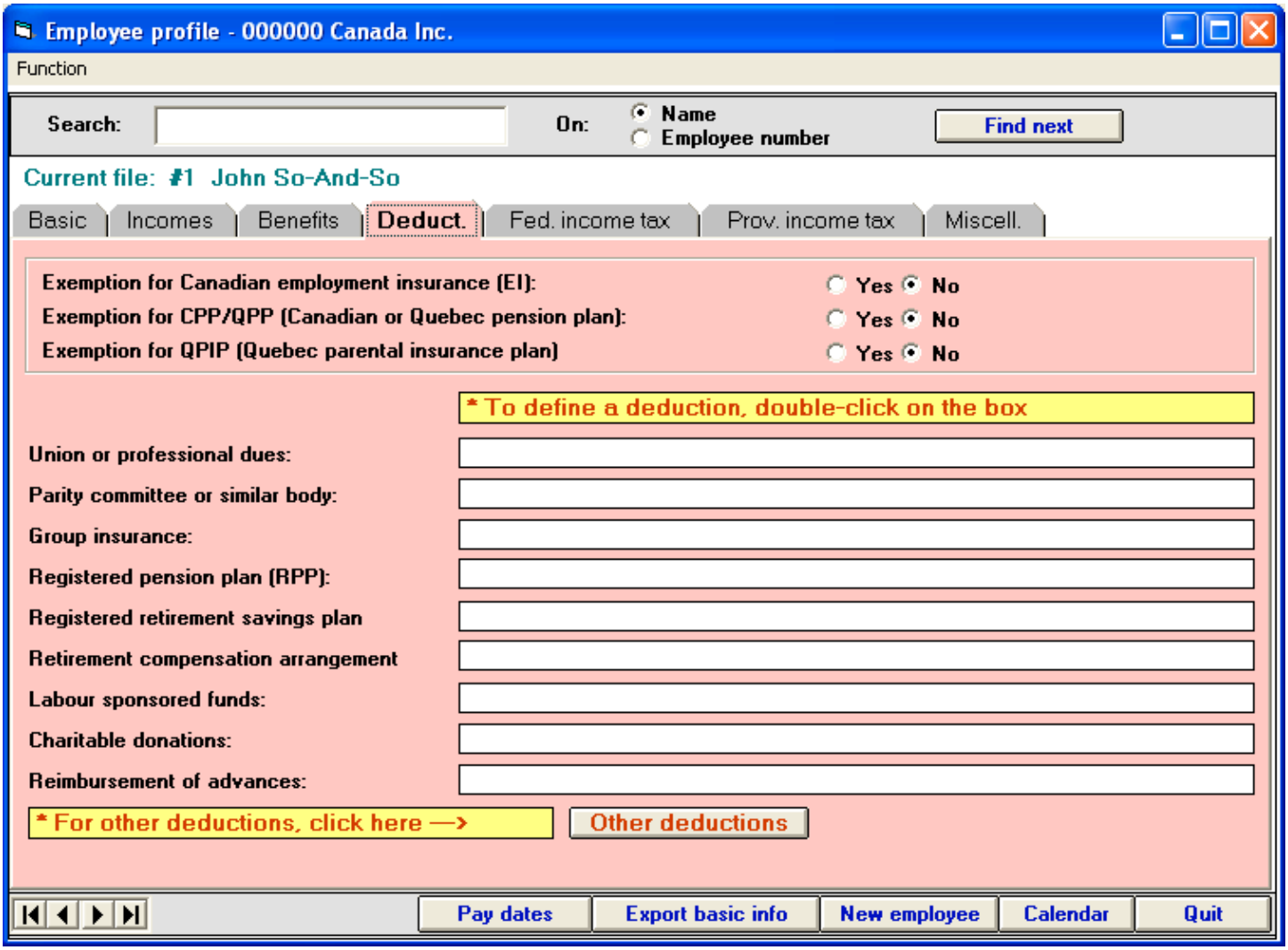


Figure 7.05:
“Deduct.“ tab of the employee record

It is important to notice that one of the interesting features of VSPS is the power offered for deduction calculation.

As shown in the following figure, for any type of deduction, you can define the calculation on several bases. For example, a deduction could be a fixed amount per pay plus an amount per hour plus a percentage of the total income. In fact, it is possible to use up to 8 bases to calculate a deduction. You can even register a minimum and a maximum amount per pay period.

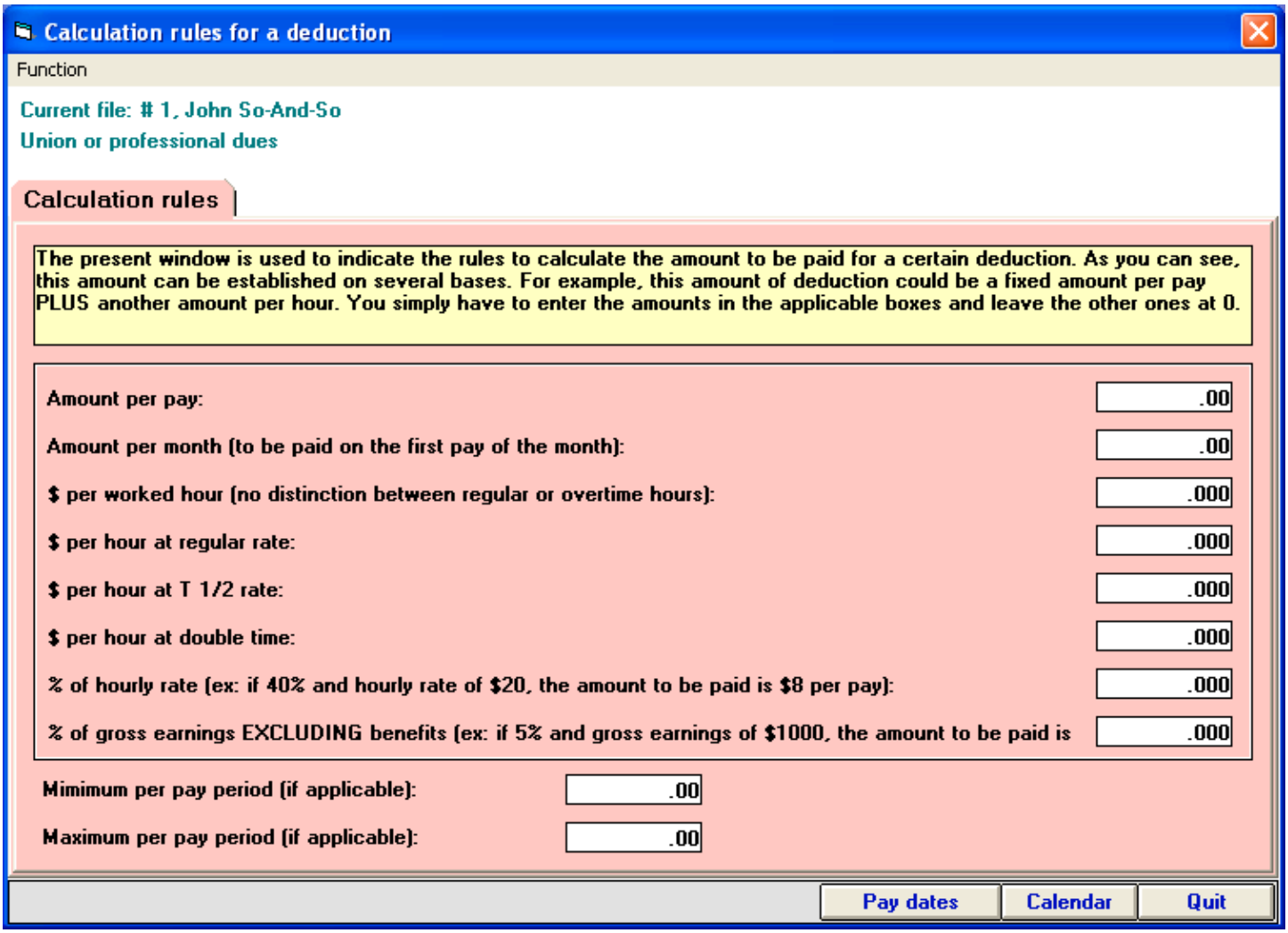

Calculation rules for a deduction
Function
Current file: # 1, John So-And-So
Union or professional dues
Calculation rules
The present window is used to indicate the rules to calculate the amount to be paid for a certain deduction. As you can see, this amount can be established on several bases. For example, this amount of deduction could be a fixed amount per pay PLUS another amount per hour. You simply have to enter the amounts in the applicable boxes and leave the other ones at 0.
Amount per pay: .00
Amount per month (to be paid on the first pay of the month): .00
$ per worked hour (no distinction between regular or overtime hours): .000
$ per hour at regular rate: .000
$ per hour at T 1/2 rate: .000
$ per hour at double time: .000
% of hourly rate (ex: if 40% and hourly rate of $20, the amount to be paid is $8 per pay): .000
% of gross earnings EXCLUDING benefits (ex: if 5% and gross earnings of $1000, the amount to be paid is .000
Mimimum per pay period (if applicable): .00
Maximum per pay period (if applicable): .00
Pay dates
Calendar
Quit

Figure 7.06:
Window used to define the calculation method of a deduction

In the employee record, the “Fed. Income tax“ and “Prov. income tax“ tabs are used to enter necessary data for tax calculation based on different forms filled out by the employees (i.e.; TD1, TP-1015.3, etc) to establish their income tax calculation. Note that when an employee does not give you any form, the income tax deduction is calculated only on the basic exemption.

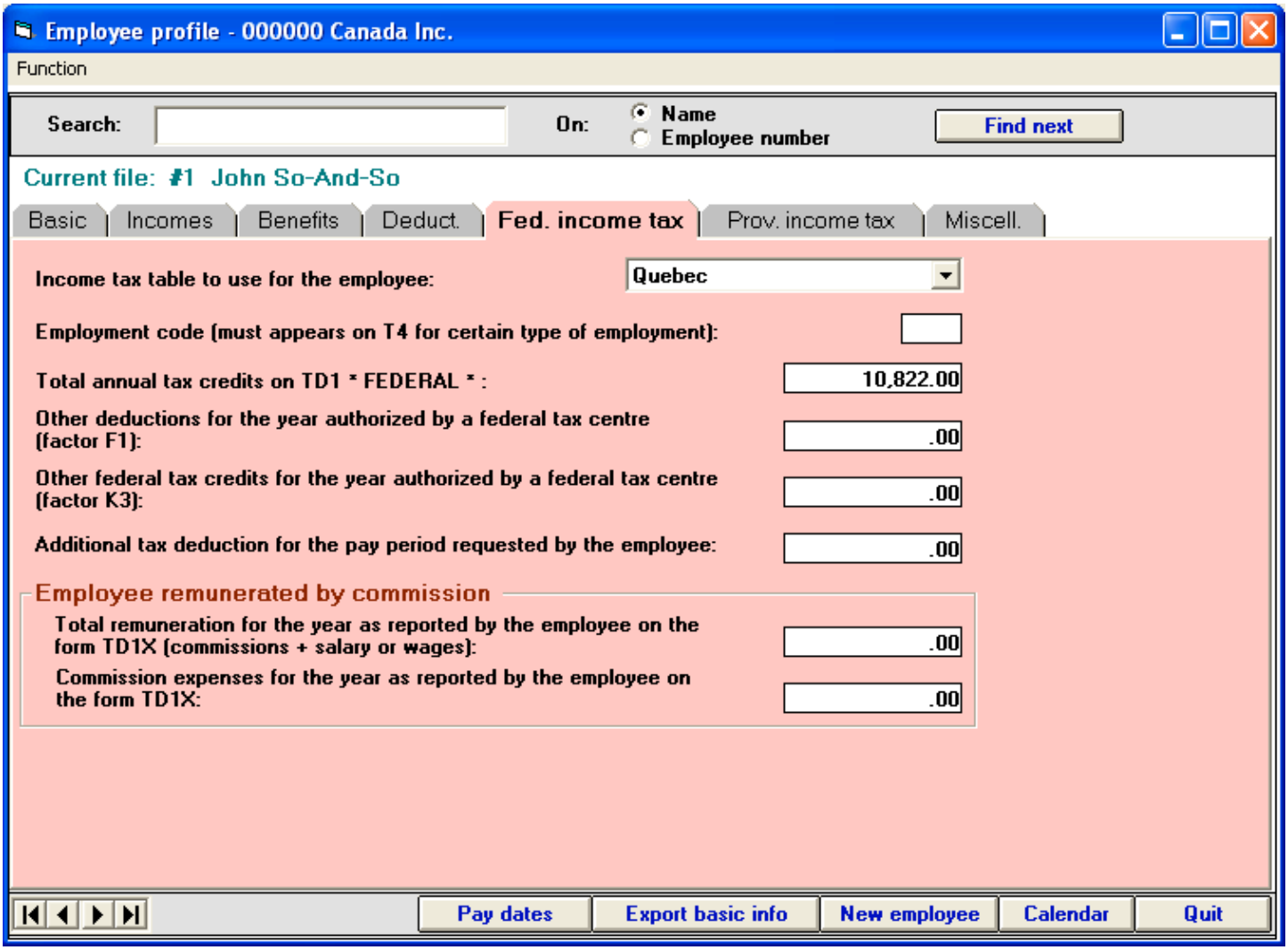

Employee profile - 000000 Canada Inc.
Function
Search:
On:
Name
Employee number
Find next
Current file: #1 John So-And-So
Basic
Incomes
Benefits
Deduct.
Fed. income tax
Prov. income tax
Miscell.
Income tax table to use for the employee:
Quebec
Employment code (must appears on T4 for certain type of employment):
Total annual tax credits on TD1 * FEDERAL * :
10,822.00
Other deductions for the year authorized by a federal tax centre (factor F1):
.00
Other federal tax credits for the year authorized by a federal tax centre (factor K3):
.00
Additional tax deduction for the pay period requested by the employee:
.00
Employee remunerated by commission
Total remuneration for the year as reported by the employee on the form TD1X (commissions + salary or wages):
.00
Commission expenses for the year as reported by the employee on the form TD1X:
.00
Pay dates
Export basic info
New employee
Calendar
Quit

Figure 7.06:
“Fed. income tax.“ tab of the employee record

When you select the “Miscellaneous“ tab, a window is displayed to register different information. If an employee is paid by direct deposit instead of by cheque, this window allows you to enter the information needed. Note that, in this screen, you can modify, for the current employee, the IE employer contribution rate (normally 1.4 times the employee contribution) if this employee is covered by a private insurance.

Finally, the “Export basic info“ permits you to create an Access database containing the name, address, phone number and other employee information . This file is always saved in the VSPS 2012 folder (by default, C:\VSPS 2012) and has an “.MDB“ extension.

The main purpose of this file is to allow you to print labels with programs like Microsoft Word, Label Pro, etc. This database can also serve to send letters to your employees.

8. *"Previous"*

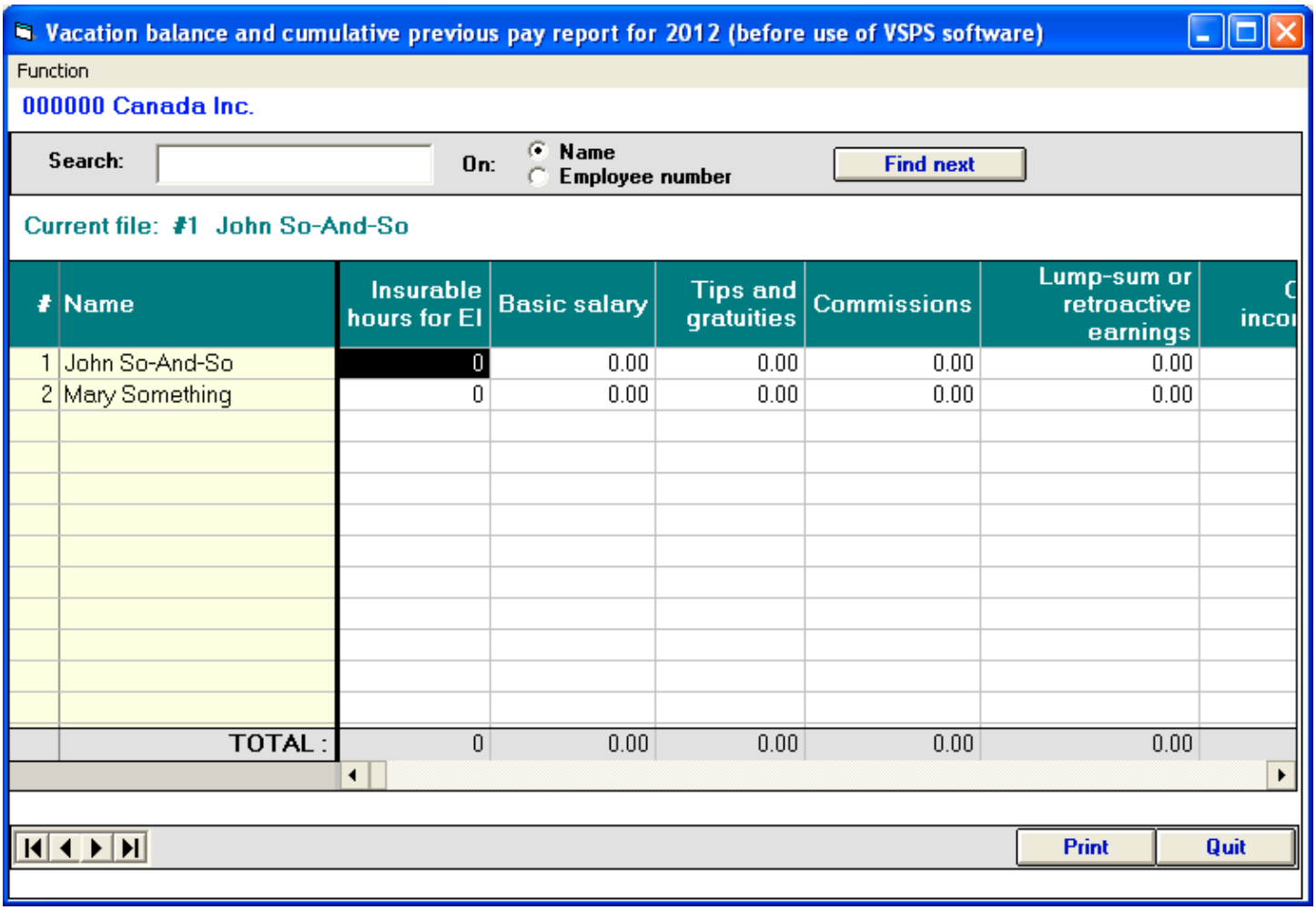


Figure 8.01:
"Previous" function window

Firstly, this function enables you to enter the vacation pay balance for each employee at the beginning of the year (which is equal to the vacation pay owed at the end of the previous year). However, if you used VSPS the year before and executed the "Create a new database for next year" function, these amounts will already be displayed in this window. **Remember that VSPS only carries forward information of employees who were not stated as « terminated » in the employee records**.

Secondly, since the beginning of the year, if you used another payroll system (manual or a software), this window permits you to enter previous **cumulative** payroll results (before the first use of VSPS). In this case, two options are possible.

First option (the one recommended)

The best way is to enter every pay of the year that you have done before the use of VSPS because you will have all the needed data to generate the reports. Even if this sounds like an arduous task, with VSPS, it could actually be accomplished relatively fast. You do not have to use the time sheet. As a matter of fact, you can enter directly the total hours in the pay window.

It remains very important to verify the hourly rate and to obtain the same net salary amounts. Remember that in the pay window, if a calculated amount (i.e.; the federal income tax) is different from the amount really withheld before, you can enter this amount. In these circumstances, a red star is displayed beside the overwritten field.

With this option, the vacation pay balance to enter in the “Previous“ window is the one at the beginning of the year.

Second option

When you have several employees and there are many pay periods before the use of VSPS, you can choose to enter only the cumulative payroll results (from the beginning of the year until the last pay day registered in the previous payroll system). Of course, proceeding this way will not enable you to generate detailed reports for this interval of time.

Concerning the vacation pay balance to enter in this window, with this option, the amounts must be those at the conversion date (at the end of the use of the previous payroll system).

Whatever the option you decide to use, remember that you must even enter information for employees that worked during the year but no longer work for the enterprise because this way, you will be able to generate year-end reports (T4, etc) for all employees.

9. *"Config." (cheque printing configuration)*

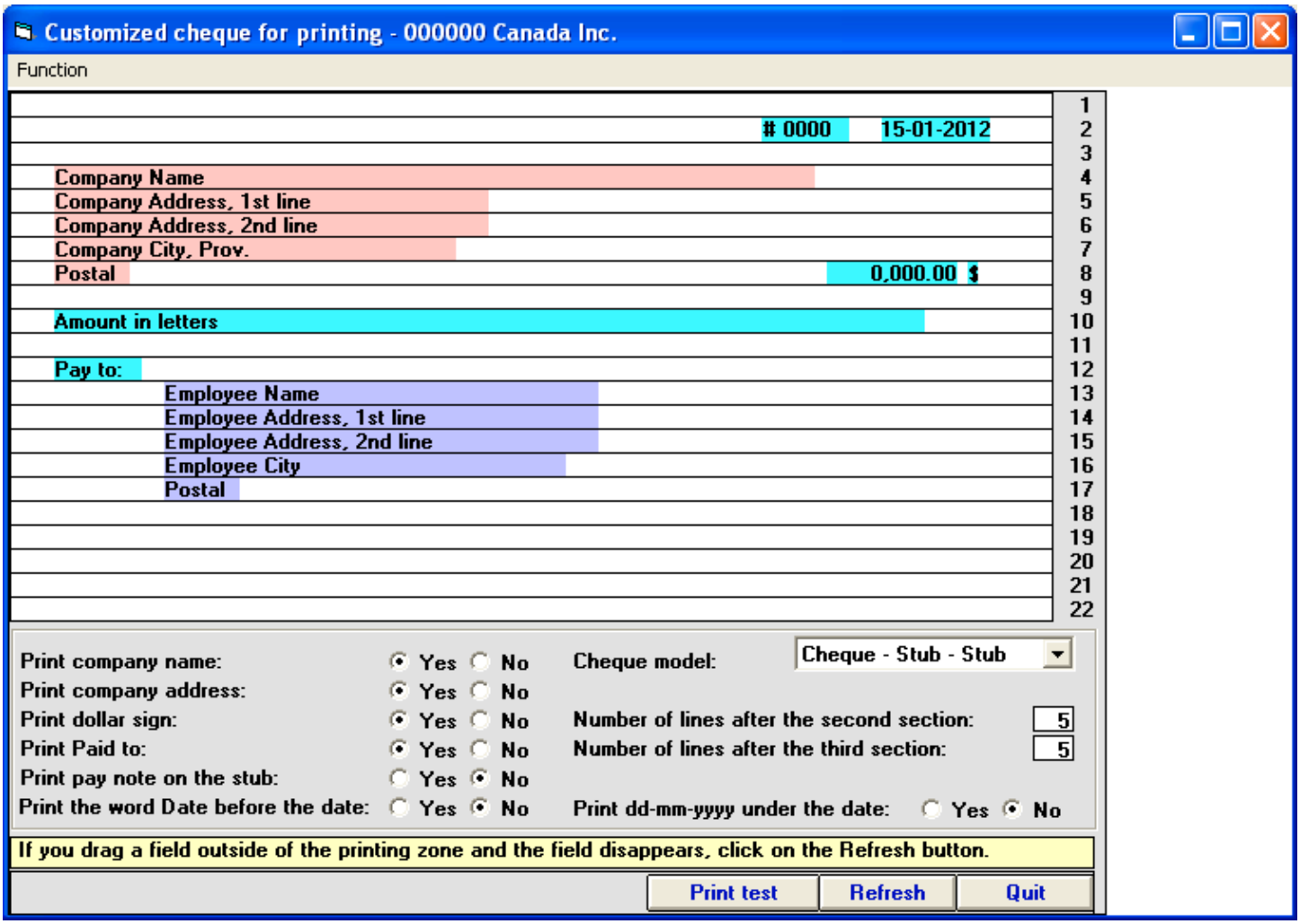

Customized cheque for printing - 000000 Canada Inc.
Function
0000
15-01-2012
Company Name
Company Address, 1st line
Company Address, 2nd line
Company City, Prov.
Postal
0,000.00 $
Amount in letters
Pay to:
Employee Name
Employee Address, 1st line
Employee Address, 2nd line
Employee City
Postal
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
Print company name: Yes No
Print company address: Yes No
Print dollar sign: Yes No
Print Paid to: Yes No
Print pay note on the stub: Yes No
Print the word Date before the date: Yes No
Cheque model: Cheque - Stub - Stub
Number of lines after the second section: 5
Number of lines after the third section: 5
Print dd-mm-yyyy under the date: Yes No
If you drag a field outside of the printing zone and the field disappears, click on the Refresh button.
Print test
Refresh
Quit

Figure 9.01:
Window for cheque printing configuration

The present module allows you to adjust the pay cheque printing. Your cheque must be ink jet or laser format (8.5 x 11 sheet).

As we can see in the above figure, you have to indicate the cheque model.

For example, if the model is "Cheque-stub-stub", this means that the first part of the sheet is the cheque followed by 2 detachable stubs. Some boxes are there to indicate the number of empty lines between different sections of the cheque.

It may be possible that some information is already printed on the cheque (business name, address, dollar sign or the mention "Pay to"). If this is the case, you simply have to select "No" to indicate that you do not print this information.

Also, there is an option to print or not, on the stubs, the notes from the pay window. For example, the note entered in the pay window can be useful to send an explanation or message to your employees.

The best way to adjust the cheque printing is to insert a blank page in your printer and to click on the “Print test“ button. After that, you can put this sheet in front of a cheque, align the two documents and look at them in front of a light to see if you need to move some fields or not.

To modify the position of an element to print on the cheque, you must drag this field with your mouse. If a field disappears, you simply have to click on the “Refresh“ button.

10. *"Time sh." (Time sheets)*

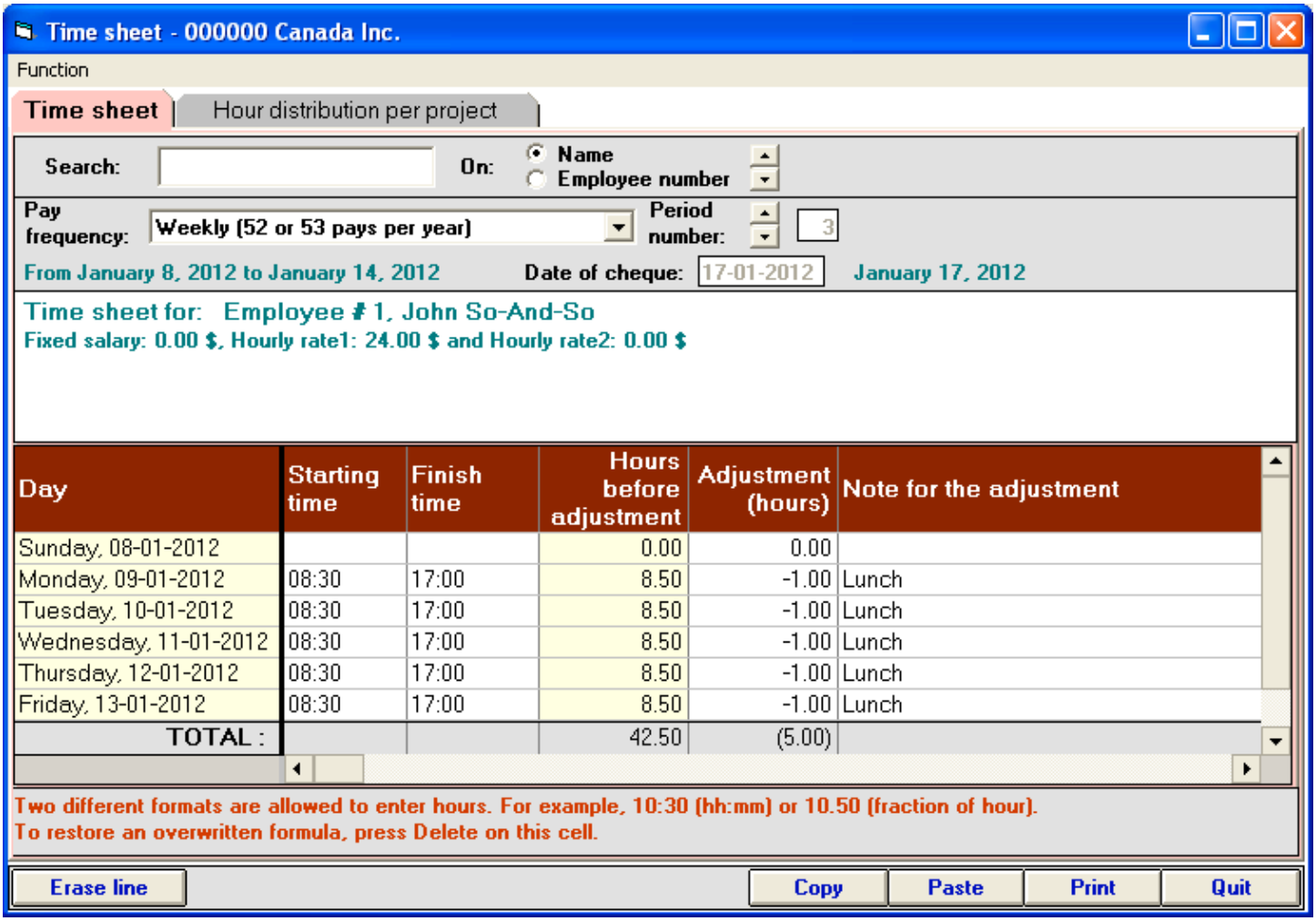

Time sheet - 000000 Canada Inc.
Function
Time sheet
Hour distribution per project
Search:
On:
Name
Employee number
Pay frequency:
Weekly (52 or 53 pays per year)
Period number:
3
From January 8, 2012 to January 14, 2012
Date of cheque:
17-01-2012
January 17, 2012
Time sheet for: Employee # 1, John So-And-So
Fixed salary: 0.00 $, Hourly rate1: 24.00 $ and Hourly rate2: 0.00 $
Day
Starting time
Finish time
Hours before adjustment
Adjustment (hours)
Note for the adjustment
Sunday, 08-01-2012 0.00 0.00
Monday, 09-01-2012 08:30 17:00 8.50 -1.00 Lunch
Tuesday, 10-01-2012 08:30 17:00 8.50 -1.00 Lunch
Wednesday, 11-01-2012 08:30 17:00 8.50 -1.00 Lunch
Thursday, 12-01-2012 08:30 17:00 8.50 -1.00 Lunch
Friday, 13-01-2012 08:30 17:00 8.50 -1.00 Lunch
TOTAL : 42.50 (5.00)
Two different formats are allowed to enter hours. For example, 10:30 (hh:mm) or 10.50 (fraction of hour).
To restore an overwritten formula, press Delete on this cell.
Erase line
Copy
Paste
Print
Quit

Figure 10.01:
First part of the time sheets

This function is used to fill out a time sheet, i.e.; the detailed hours worked in a pay period for an employee.

In this window, as soon as you select the pay period, the program generates all the dates for this pay period. The next step is to choose the employee.

Note that from the pay window, you can always access directly an employee's time sheet by positioning the cursor on any hour field for this employee and by pressing F3 or by double-clicking on this cell.

In the time sheet, to enter beginning and ending hours worked, VSPS allows 2 different formats, hour and minutes (i.e.; 14:30) or hour and fraction (i.e.; 14.50).

There is a column to register hour adjustments. In the next column, you can enter an explanation for each of these adjustments (i.e.; time taken for lunch). An adjustment must be entered in a fraction of an hour (i.e.; .5 to subtract 30 minutes).

In figure 10.01, notice that the “Erase line“ button, at the bottom left hand side, enables you to erase all data on the positioned line. This can be useful when you did not enter the data on the right line.

To accelerate the data entry, the program allows you to copy and paste certain information that has a tendency to repeat itself. To do so, first, you must position the cursor on the line to copy from and select “Copy“. Then, you have to position the cursor on the first line where you wish to copy the information to and select “Paste“. In the small screen displayed, you must indicate the number of consecutive lines you want to paste the information. By default, this will paste the starting time, the finish time, adjustment of hours and the adjustment note. However, it is possible to exclude any of these elements.

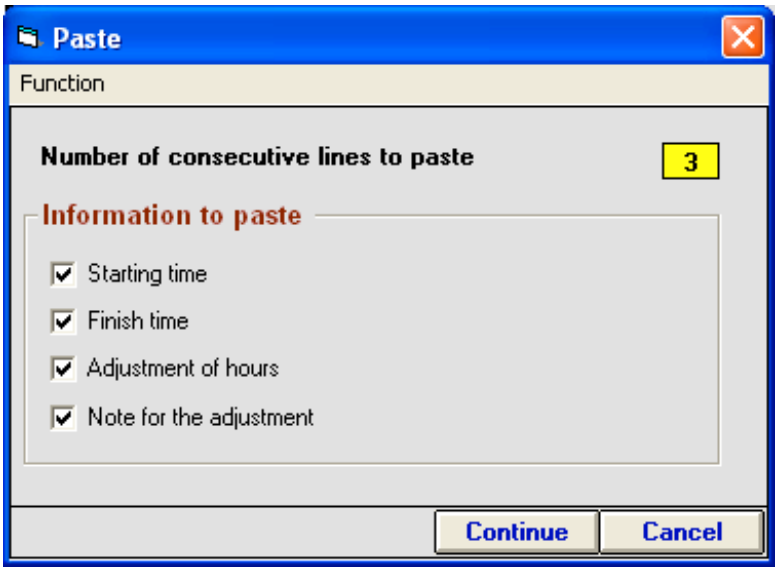


Figure 10.02:
Screen to copy and paste recurring data on other lines of the time sheet

In the time sheet, as you enter your data, the program calculates the hours worked. By default, the hours are considered like regular hours at rate #1 (1st hourly rate). However, you can always allocate some of these hours in other columns.

For example, on a certain day, an employee could have worked 9 payable hours. At first, the program would display 9 hours in the “Regular hours at rate #1“ column but it would be possible to modify this field by entering 8 hours. A red star beside this box would be displayed to indicate an overwritten cell. In these circumstances, the program would display 1 hour in the “T1/2 hours at rate # 1“ column but, once again, you could modify this by affecting another column (for example, the one for double time rate).

As mentioned before, it is also possible to register hours in columns for Rate #2 in the case of an employee remunerated on 2 hourly rates.

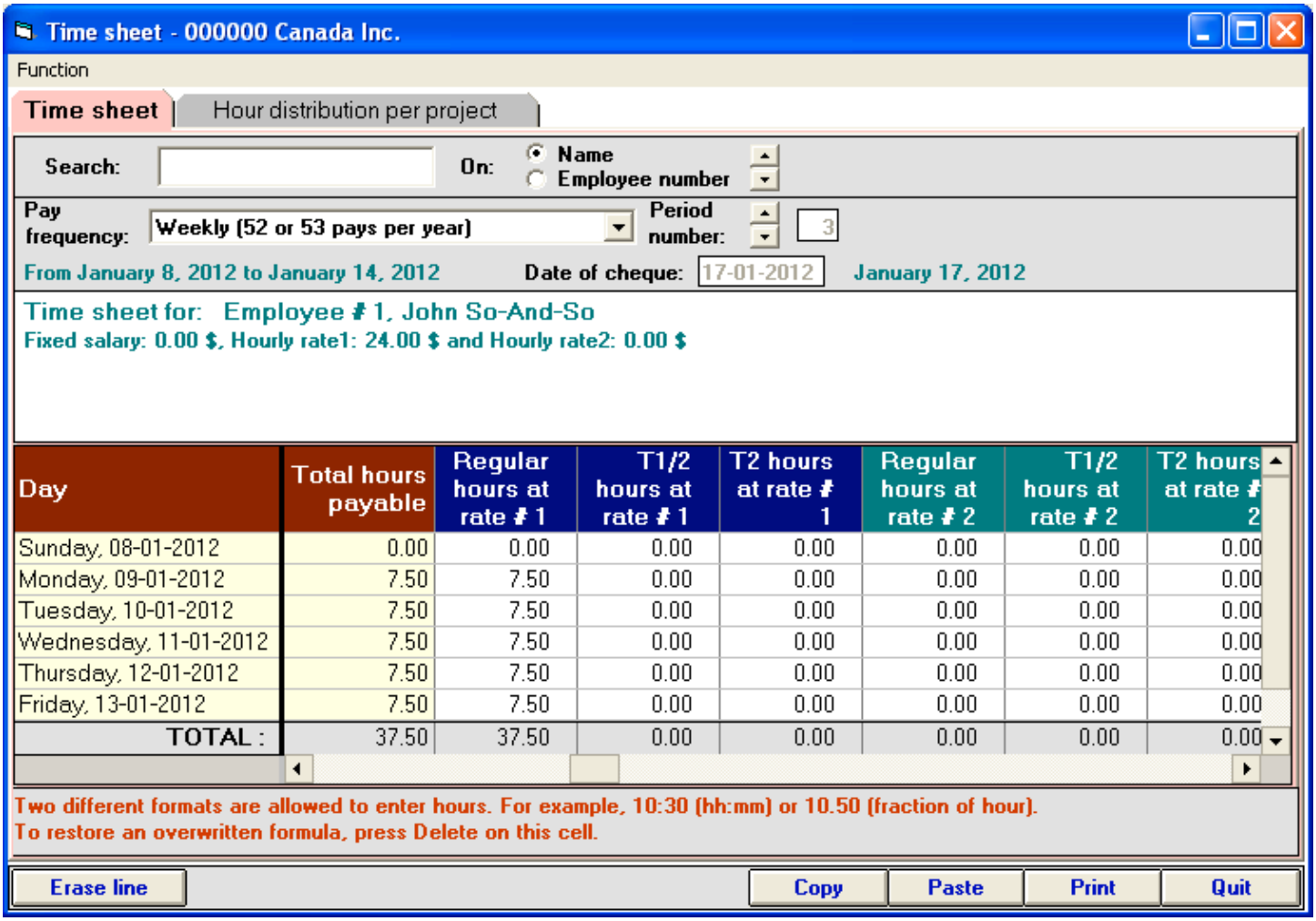

Time sheet - 000000 Canada Inc.
Function
Time sheet
Hour distribution per project
Search:
On:
Name
Employee number
Pay frequency:
Weekly (52 or 53 pays per year)
Period number:
3
From January 8, 2012 to January 14, 2012
Date of cheque:
17-01-2012
January 17, 2012
Time sheet for: Employee # 1, John So-And-So
Fixed salary: 0.00 $, Hourly rate1: 24.00 $ and Hourly rate2: 0.00 $
Day
Total hours payable
Regular hours at rate # 1
T1/2 hours at rate # 1
T2 hours at rate # 1
Regular hours at rate # 2
T1/2 hours at rate # 2
T2 hours at rate # 2
Sunday, 08-01-2012 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Monday, 09-01-2012 7.50 7.50 0.00 0.00 0.00 0.00 0.00
Tuesday, 10-01-2012 7.50 7.50 0.00 0.00 0.00 0.00 0.00
Wednesday, 11-01-2012 7.50 7.50 0.00 0.00 0.00 0.00 0.00
Thursday, 12-01-2012 7.50 7.50 0.00 0.00 0.00 0.00 0.00
Friday, 13-01-2012 7.50 7.50 0.00 0.00 0.00 0.00 0.00
TOTAL : 37.50 37.50 0.00 0.00 0.00 0.00 0.00
Two different formats are allowed to enter hours. For example, 10:30 (hh:mm) or 10.50 (fraction of hour).
To restore an overwritten formula, press Delete on this cell.
Erase line
Copy
Paste
Print
Quit

Figure 10.03:
Other part of the time sheet window

Furthermore, the “Hour distribution per project“ tab allows you to allocate hours worked between different activities (Scientific Research and Experimental Development, training, hours related to a certain customer, etc). As mentioned before, all the projects must be created in the business information screen (“Company“ icon of the main VSPS window). Remember that you can create as many projects as you wish.

In the time sheet, for a pay period, you can select up to 5 different projects to allocate hours. The Project 1 (“Miscellaneous“) is always present because it represents the default project.

This is why, in this section, there are 6 zones to enter hours. To be able to enter hours in a zone other than the one for Project 1, first, you must select the project in the scrolling list. Then, you have to reduce hours for Project 1 for this day.

For example, if the employee worked 8 hours on a given day, by clicking on the “Hour distribution per project“ tab, 8 hours are automatically displayed in Project 1 because it is the default project (“Miscellaneous“). If you wish to attribute 3 hours to Project 2, you must first enter a maximum of 5 hours in Project 1 zone, otherwise the program will refuse to allocate time to Project 2.

In this screen, there is also a function to transfer all Project 1 hours (the default project) in another project. This speeds up the distribution of hours if the employee did most of his hours for a specific project.

When you quit this tab, if a line does not balance, the difference is attributed to Project 1 (“Miscellaneous “).

Note that when you have attributed hours to different projects, it becomes possible to generate a report to establish hours and costs for a selected project during an interval of time. It is also possible to choose employees to consider for the report. For more information on this report, please refer to “Hour and cost report for a selected project” in chapter 13 (“Reports“).

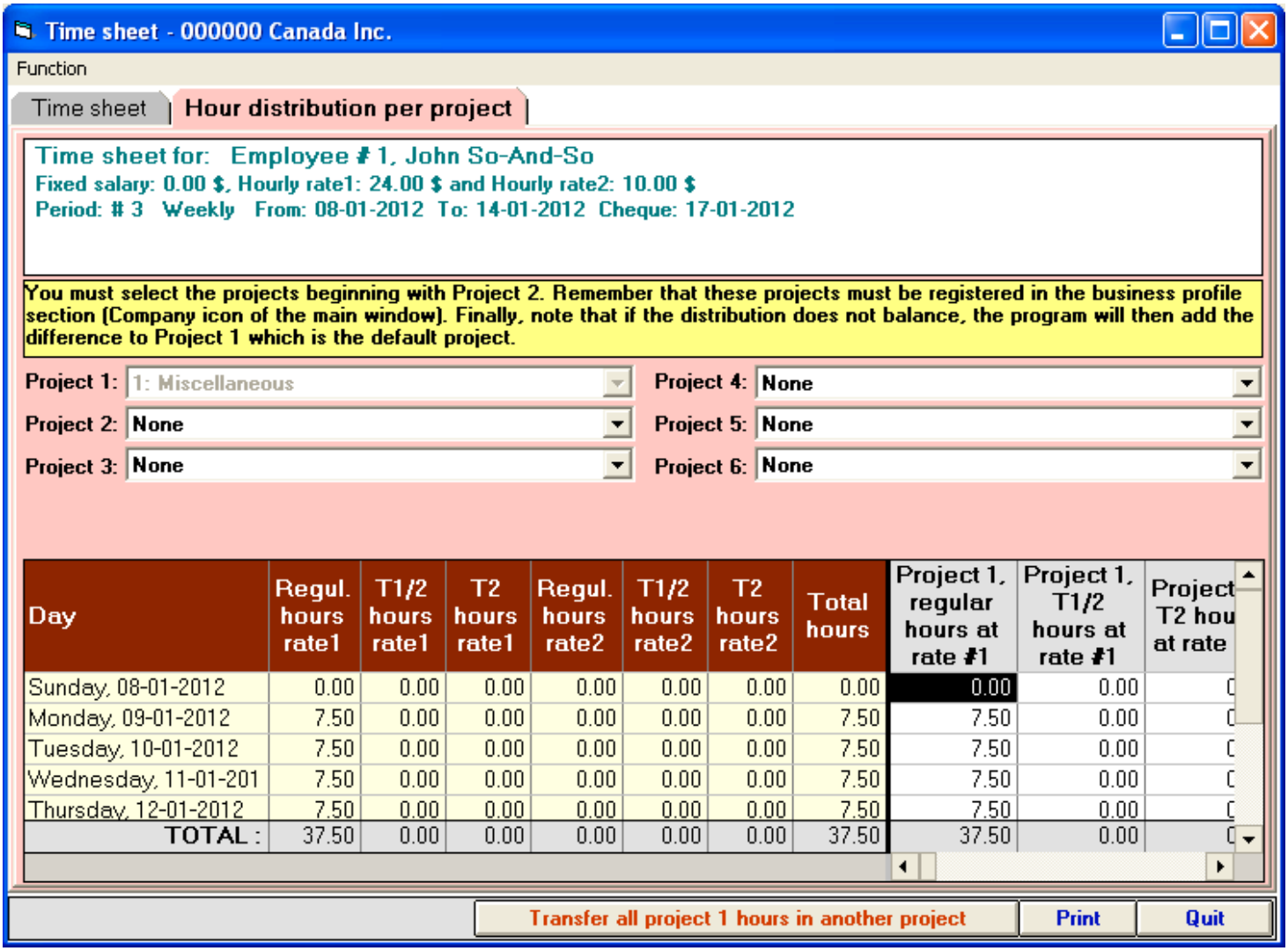

Time sheet - 000000 Canada Inc.
Function
Time sheet
Hour distribution per project
Time sheet for: Employee # 1, John So-And-So
Fixed salary: 0.00 $, Hourly rate1: 24.00 $ and Hourly rate2: 10.00 $
Period: # 3 Weekly From: 08-01-2012 To: 14-01-2012 Cheque: 17-01-2012
You must select the projects beginning with Project 2. Remember that these projects must be registered in the business profile section (Company icon of the main window). Finally, note that if the distribution does not balance, the program will then add the difference to Project 1 which is the default project.
Project 1: 1: Miscellaneous
Project 2: None
Project 3: None
Project 4: None
Project 5: None
Project 6: None
Day | Regul. hours rate1 | T1/2 hours rate1 | T2 hours rate1 | Regul. hours rate2 | T1/2 hours rate2 | T2 hours rate2 | Total hours | Project 1, regular hours at rate #1 | Project 1, T1/2 hours at rate #1 | Project T2 hou at rate
Sunday, 08-01-2012 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Monday, 09-01-2012 7.50 0.00 0.00 0.00 0.00 0.00 7.50 7.50 0.00
Tuesday, 10-01-2012 7.50 0.00 0.00 0.00 0.00 0.00 7.50 7.50 0.00
Wednesday, 11-01-201 7.50 0.00 0.00 0.00 0.00 0.00 7.50 7.50 0.00
Thursday, 12-01-2012 7.50 0.00 0.00 0.00 0.00 0.00 7.50 7.50 0.00
TOTAL : 37.50 0.00 0.00 0.00 0.00 0.00 37.50 37.50 0.00
Transfer all project 1 hours in another project
Print
Quit

Figure 10.04:
Hours distribution per project in the time sheet

Finally, when you quit the time sheet, if the distribution of hours does not balance, the program warns you of this problem.

11. *"Pay"*

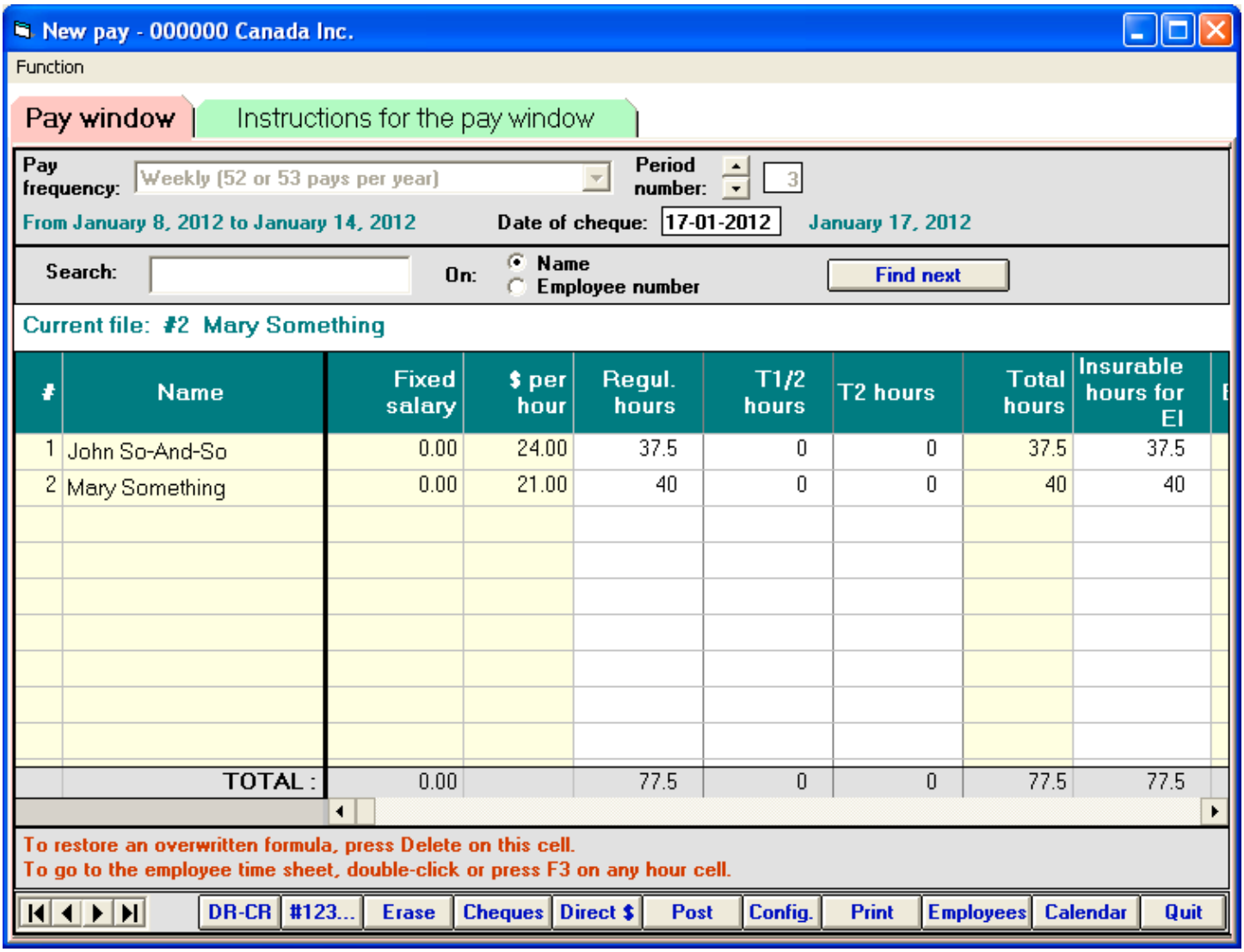


Figure 11.01: First part of the pay window

When you open this window, you must first select the pay period by clicking on the scroll bar and then click on the "Confirm" button that is only visible when a pay period changes. The program displays the beginning date, the end date and the cheque date of the chosen pay period. Note that you are allowed to change the cheque date.

If you filled out a time sheet for an employee for this pay period, the hours are already displayed in the pay window. To modify this time sheet, you can position the cursor in an hour column on the employee's line and double-click on the cell or press F3.

As we mentioned before, you are not obligated to fill out the time sheets. In fact, you can enter directly the total hours in the pay window. In these circumstances, because this represents an overwritten entry, a red star appears beside the hours amount. To restore the hour calculation based on the time sheet (like for any overwritten calculation), you must position the cursor on this cell and press "Delete" on your key board.

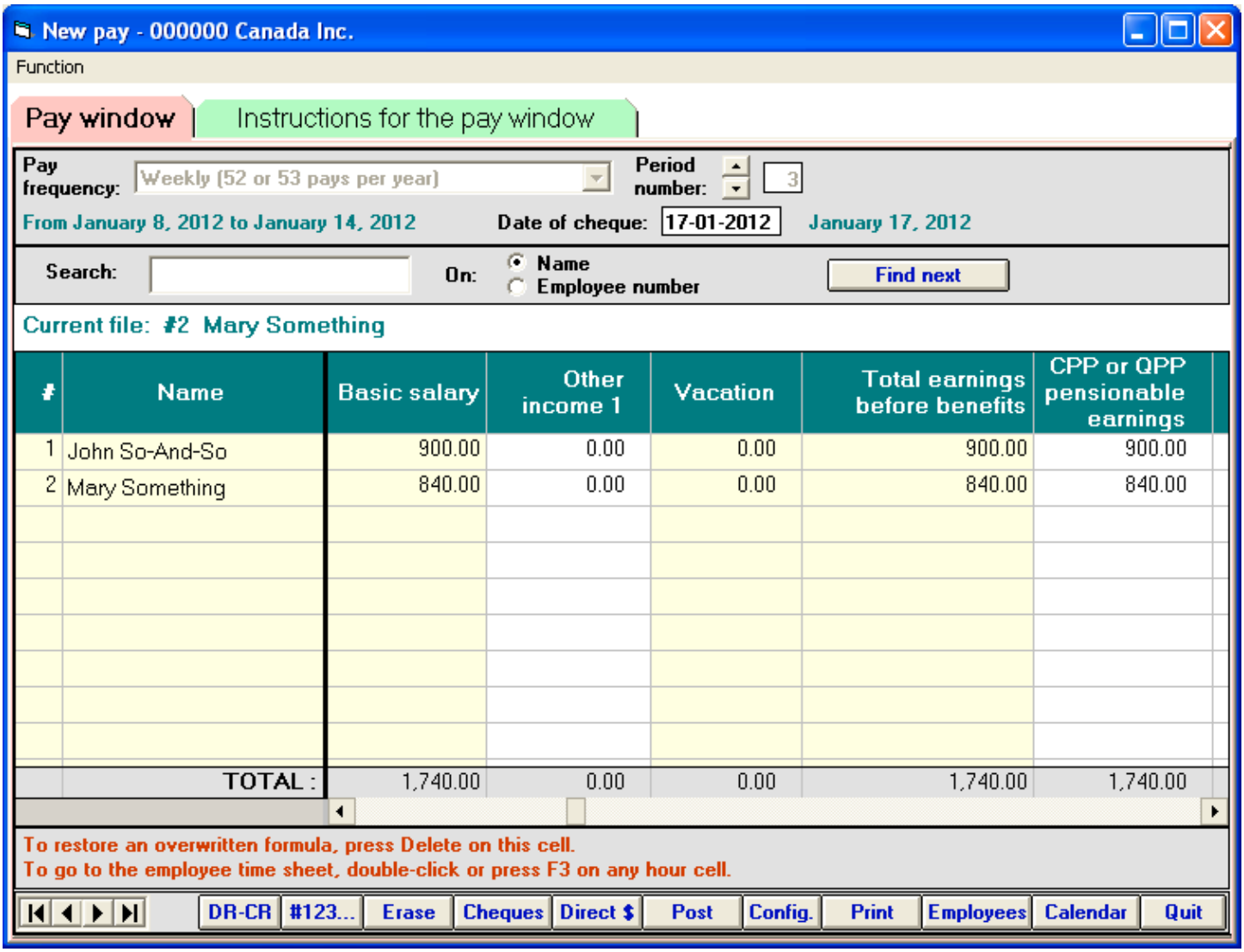

New pay - 000000 Canada Inc.
Function
Pay window
Instructions for the pay window
Pay frequency: Weekly (52 or 53 pays per year)
Period number: 3
From January 8, 2012 to January 14, 2012
Date of cheque: 17-01-2012
January 17, 2012
Search:
On: Name Employee number
Find next
Current file: #2 Mary Something
Name Basic salary Other income 1 Vacation Total earnings before benefits CPP or QPP pensionable earnings
1 John So-And-So 900.00 0.00 0.00 900.00 900.00
2 Mary Something 840.00 0.00 0.00 840.00 840.00
TOTAL : 1,740.00 0.00 0.00 1,740.00 1,740.00
To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.
DR-CR #123... Erase Cheques Direct $ Post Config. Print Employees Calendar Quit

Figure 11.02: Other part of the pay window

As soon as you enter the hours, VSPS calculates the basic salary (fixed salary and/or hours multiplied by the hourly rate), other incomes and all the source deductions (EI, income tax, etc). Note that in the case of an employee paid by fixed salary, you must enter the number of hours worked in order to have the incomes and deductions calculated, otherwise the fields will remain blank.

As mentioned before, you can modify a calculated field, except in a column with a yellow background. Remember that to restore an overwritten entry, you simply have to position the cursor on the cell and press “Delete “on your keyboard.

Concerning vacation, when you want to enter this kind of payment, you have to double-click on the cell in the vacation column or press F3. This will display the data entry screen for the vacation payment. To know how to proceed in this screen, please refer to chapter 15 in section « You have to pay an amount for annual vacation ».

In the case of a final payment of vacation when an employee is terminated, prior to processing his final pay, it is very important to go in the employee's record to select "Employment termination" for the type of vacation pay. This way, after this pay, there will be no vacation balance for this employee. In Quebec, remember that the employer must calculate a vacation amount on each amount paid, including vacation pay, except in the case of a vacation pay given when the employee is terminated.

From the pay window, you can always access the employee's record by positioning the cursor on this employee's line and clicking on the "Employee" button.

By default, in the pay window, all the columns are displayed. However, it is preferable to hide all the columns that you do not use in order to reduce the number of fields to scroll and accelerate moving through the window. To hide unnecessary columns, you must click on the "Config." button. In the next screen displayed, simply unselect the columns that you do not want to appear in the pay window. A selected box means that this column will be displayed.

However, if you try to unselect a column that is already used in your pay calculation, this action will be denied (the field will be displayed in light grey). For example, this will happen in the case of a Quebec employer who is trying to hide the QPP (Quebec pension plan) column.

When loading the pay window, the configuration screen is displayed over the pay window. This is to advise the user of the possibilities. If you want to stop showing the pay window configuration screen when loading the pay window, simply select this choice at the bottom left hand side of the screen.

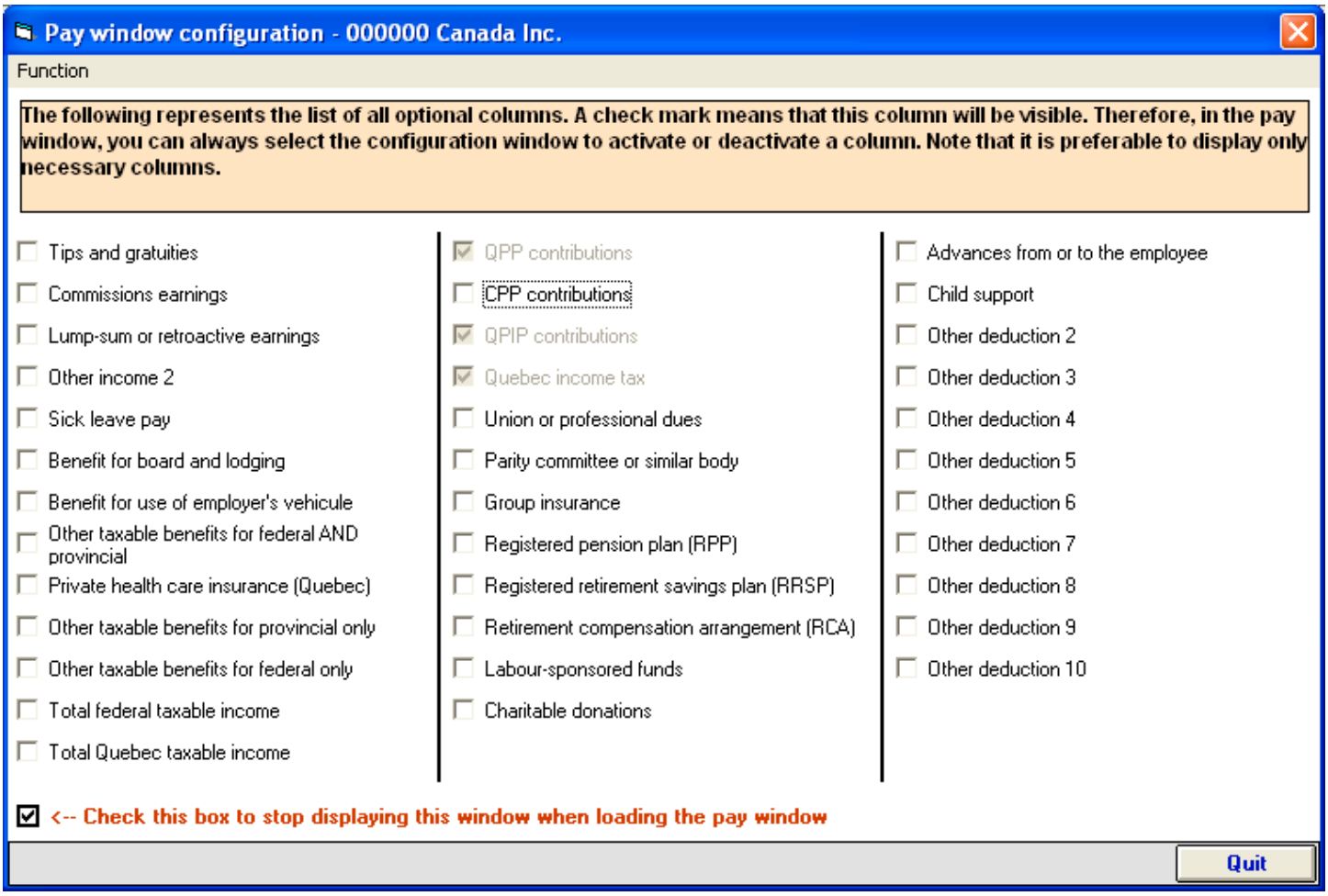

Pay window configuration - 000000 Canada Inc.
Function
The following represents the list of all optional columns. A check mark means that this column will be visible. Therefore, in the pay window, you can always select the configuration window to activate or deactivate a column. Note that it is preferable to display only necessary columns.
Tips and gratuities
Commissions earnings
Lump-sum or retroactive earnings
Other income 2
Sick leave pay
Benefit for board and lodging
Benefit for use of employer's vehicule
Other taxable benefits for federal AND provincial
Private health care insurance (Quebec)
Other taxable benefits for provincial only
Other taxable benefits for federal only
Total federal taxable income
Total Quebec taxable income
QPP contributions
CPP contributions
QPIP contributions
Quebec income tax
Union or professional dues
Parity committee or similar body
Group insurance
Registered pension plan (RPP)
Registered retirement savings plan (RRSP)
Retirement compensation arrangement (RCA)
Labour-sponsored funds
Charitable donations
Advances from or to the employee
Child support
Other deduction 2
Other deduction 3
Other deduction 4
Other deduction 5
Other deduction 6
Other deduction 7
Other deduction 8
Other deduction 9
Other deduction 10
<-- Check this box to stop displaying this window when loading the pay window
Quit

Figure 11.03: Pay window configuration screen

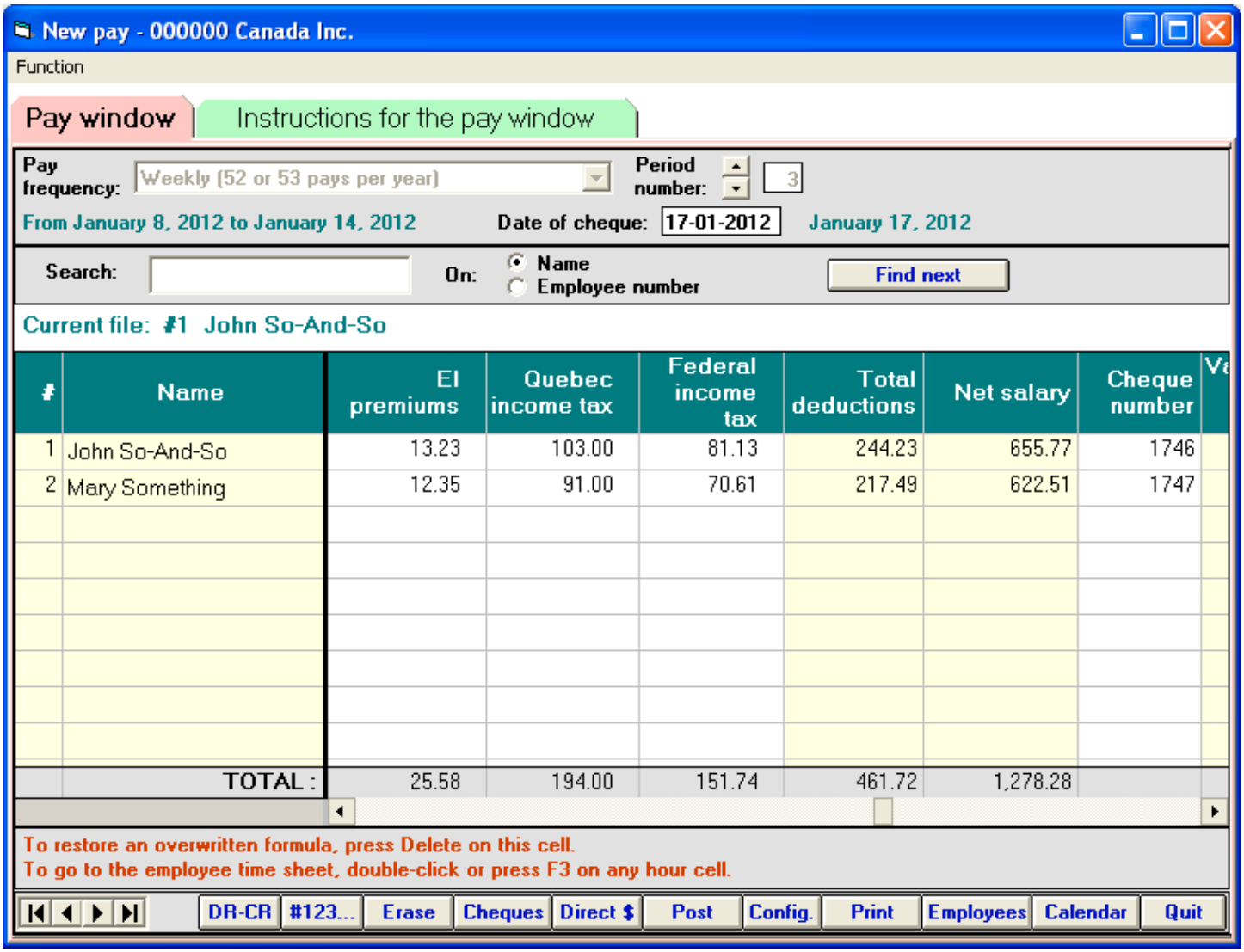

New pay - 000000 Canada Inc.
Function
Pay window
Instructions for the pay window
Pay frequency: Weekly (52 or 53 pays per year)
Period number: 3
From January 8, 2012 to January 14, 2012
Date of cheque: 17-01-2012
January 17, 2012
Search:
On: Name Employee number
Find next
Current file: #1 John So-And-So
Name EI premiums Quebec income tax Federal income tax Total deductions Net salary Cheque number
1 John So-And-So 13.23 103.00 81.13 244.23 655.77 1746
2 Mary Something 12.35 91.00 70.61 217.49 622.51 1747
TOTAL : 25.58 194.00 151.74 461.72 1,278.28
To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.
DR-CR #123... Erase Cheques Direct $ Post Config. Print Employees Calendar Quit

Figure 11.04:
Other part of the pay window

In the pay window, once the data entry is done, if you are paying your employees by cheque, you must fill out the cheque number column. You can enter these numbers directly or you can use the "#123" button. In this last case, you simply have to enter the first cheque number and the program automatically enters the following numbers.

If the employees are paid by cheques, even manual cheques, the next step is to click on the "Cheques" button to display the cheques and pay stubs print screen. In this screen, you can select employees (one by one or per department). The "Print detailed stubs" button allows you to give to each of the employees a more detailed pay stub because there is no space constraint (as opposed to a pay stub on a cheque). By clicking on the "Export detailed stubs", you can create a detailed pay stub in text format for each of the employees. Then, you can send this by email.

Do not forget to provide the pay stubs to your employees. A pay stub contains the current and the cumulative payroll results.

It is very important to remember that if you want to reprint a pay cheque for a previous pay period, you must not proceed in the pay window but rather from the report function using the "Previous pays with corrections allowed" report. For more details, please refer to chapter 13.

If you have forgotten an employee in a pay prior to the current pay period, this kind of correction can not be done in the "Previous pays with corrections allowed" report. In this case, please refer to chapter 15 in section "You forgot an employee in a previous pay period".

If some employees are paid by direct deposit instead of by cheque, once the pay is completed, you simply have to click on the "Direct $" button. In this screen, once again, if you wish, you can always select the employees (the default is all the employees). Note that in the list, only employees paid by direct deposit are listed.

After the selection is done, you must click on the "Create file" button. The program always saves this file in the subdirectory DirectDeposit\Your business name_DD in the VSPS folder (by default, C:\VSPS 2012). The name of this file is composed with the pay period, the pay frequency and a sequential number (for example, Pay period 15 Freq. 26 #001.txt).

In case of error, you can always redo the file creation. In these circumstances, the sequential number is incremented (for example, Pay period 15 Freq. 26 #00**2**.txt). In other words, the most recent file is the one with the highest number at the end.

VSPS follows Standard 005 of the Canadian Payments Association, which is the required norm for the exchange of financial data on AFT files (containing 1464 characters per line).

To know how to send this kind of file to your financial institution, you must contact your bank branch.

As required by law, even if an employee is paid by direct deposit, you have to give him his pay stub in order to let him know the payroll details (number of hours, current incomes and deductions, cumulative results, etc).

In the direct deposit screen, to print the pay stubs, simply click on the "Print stubs" button. In this screen, you can select employees (one by one or per department).

In the direct deposit window, it is also possible to save each of the pay stubs in a text file. This option is interesting for employers who prefer to send pay stubs by email. When you select "Export stubs", the program creates a text file for each of the employees paid by direct deposit. Note that this pay stub format is different from the format on a cheque. In fact, the pay stub is more detailed because there is no space constraint (as opposed to a pay stub on a cheque).

The pay stub files are always saved in the subdirectory DirectDeposit\Your business name_DD\ Stubs-Pay xx (xx representing the number of the pay period) in the VSPS folder (by default, C:\VSPS 2012). As you can see, the program creates a subdirectory for each of the pay periods. As for the files, the name is composed with the employee's name and the pay period (i.e.; John Something - Pay1.txt).

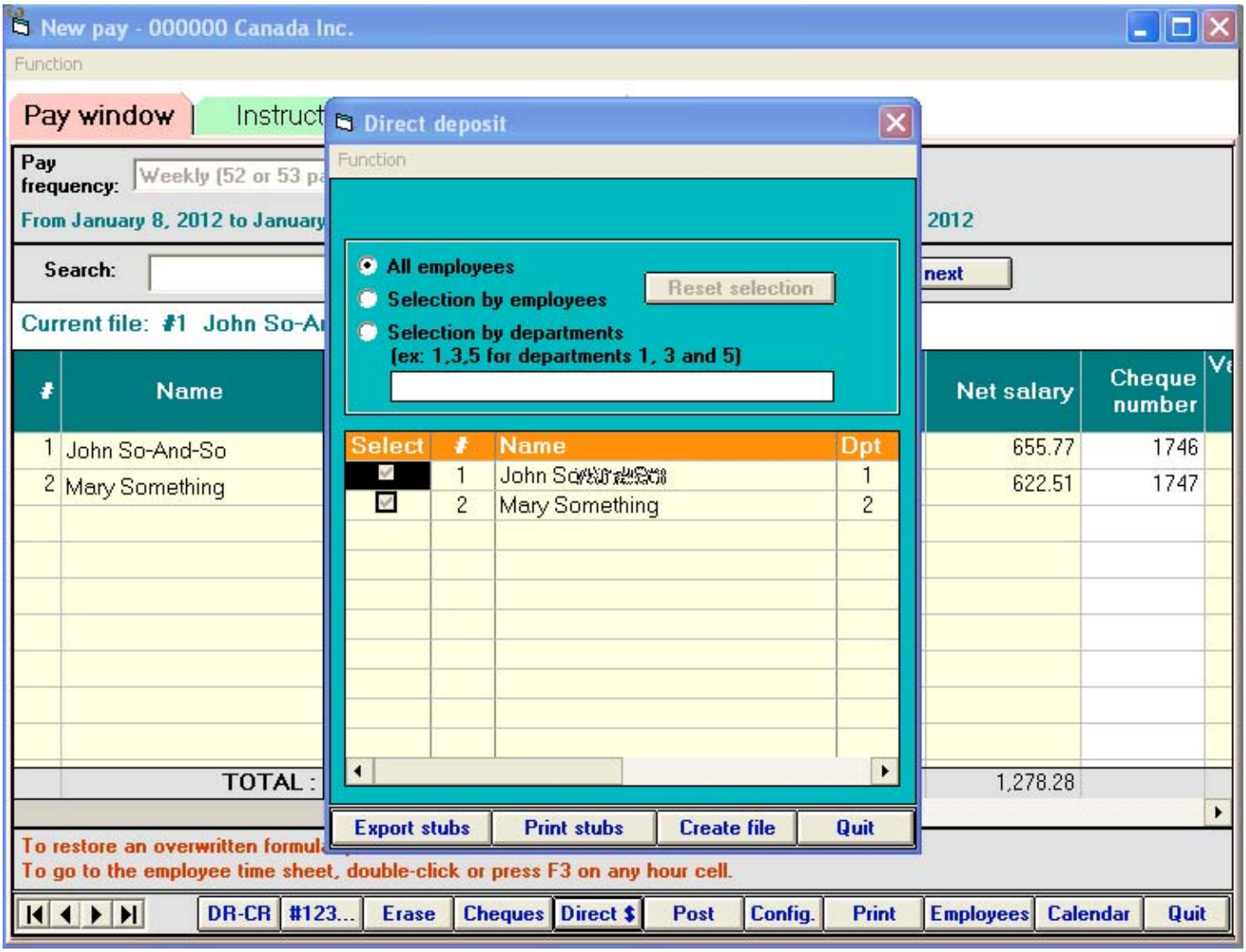


Figure 11.05:
Screen to create the direct deposit file

Once you have paid your employees, either by cheque or by direct deposit, it is strongly recommended printing the pay reports (Summary, Detailed earnings, etc) and stapling them to the pay stubs. To do so, click on the “Print“ button and select the desired report.

After, do not forget to click on the “Post“ button to save the payroll data for this pay period in the database.

It is essential to always remember that <u>the pay window is like a worksheet</u>. If you change the pay period for a previous pay period, the hours will be updated based on the time sheets. However, all overwritten entries will stay in the pay window. In fact, to consult or modify a <u>previous</u> pay, you must not proceed in the pay window but rather use the « Previous pay with corrections allowed » report. For more details, please refer to chapter 13.

Note that you can post the payroll data as many times as you wish. So, if you make a modification, just do not forget to click on the “Post“ button to save the changes you made.

Furthermore, the “DR-CR“ button is there to generate and display the payroll journal entries. Figure 11.06 illustrates an example. In the journal entries window the “Export“ button enables you to create a file that can be imported into many different accounting programs such as Accpac, Acomba, Fortune 1000, MYOB, QuickBooks, Simply Accounting, etc.

Of course, in order to be able to create this file, you must have indicated, in the “G. ledger“ module, your accounting software and all the needed account numbers for the payroll processing. For more details, please refer to chapter 12.

At the beginning of each journal entry, in the “Exp“ column, the mention “Yes“ indicates that this journal entry will be included in the export file. If, for whatever reason, you wish to exclude a journal entry, you have to double-click on the check box to display “No“.

The program always saves the journal entries export file in the subdirectory Export\Business name _XP of the VSPS folder (by default, C:\VSPS 2012). The name of this file is composed of the pay period, the pay frequency, the mention “Export“ and a sequential number (for example, Pay period 15 Freq. 52 Export #001.TXT).

If needed, you can click the “Export“ button as many times as you want. Each time, the sequential number at the end of the file name is incremented (for example, Pay period 15 Freq. 52 Export #00**2**.TXT when you click for the second time in the same pay period).

As soon as the file is created, journal entries can be imported in the general ledger of your accounting software. You must refer to your accounting program user manual or call their support service. Usually, the file importation remains quite simple to perform.

Because it is normal to make errors, VSPS even allows you to reverse the journal entries. Therefore, if you ever import GL entries of this type into your accounting software and some of them contain errors, the best way to correct the situation is often to reverse all of them. Then, you can make the necessary corrections and create a new export file.

To reverse a batch of journal entries, you must click on the “Select. Exported GL entries “ and select the export file. This file is easy to identify because its name makes reference to the pay period and the pay frequency. When the journal entries are displayed, you simply have to click the “Reverse GL entries“ button to make all debit amounts become credit amounts and vice-versa. After that, you just have to select *“Export“* again and import this new batch of journal entries into your accounting software to void the previous posting. This new export file is easy to recognize (for example, REVERSAL Pay period 1 Freq. 26 Export #001.TXT).

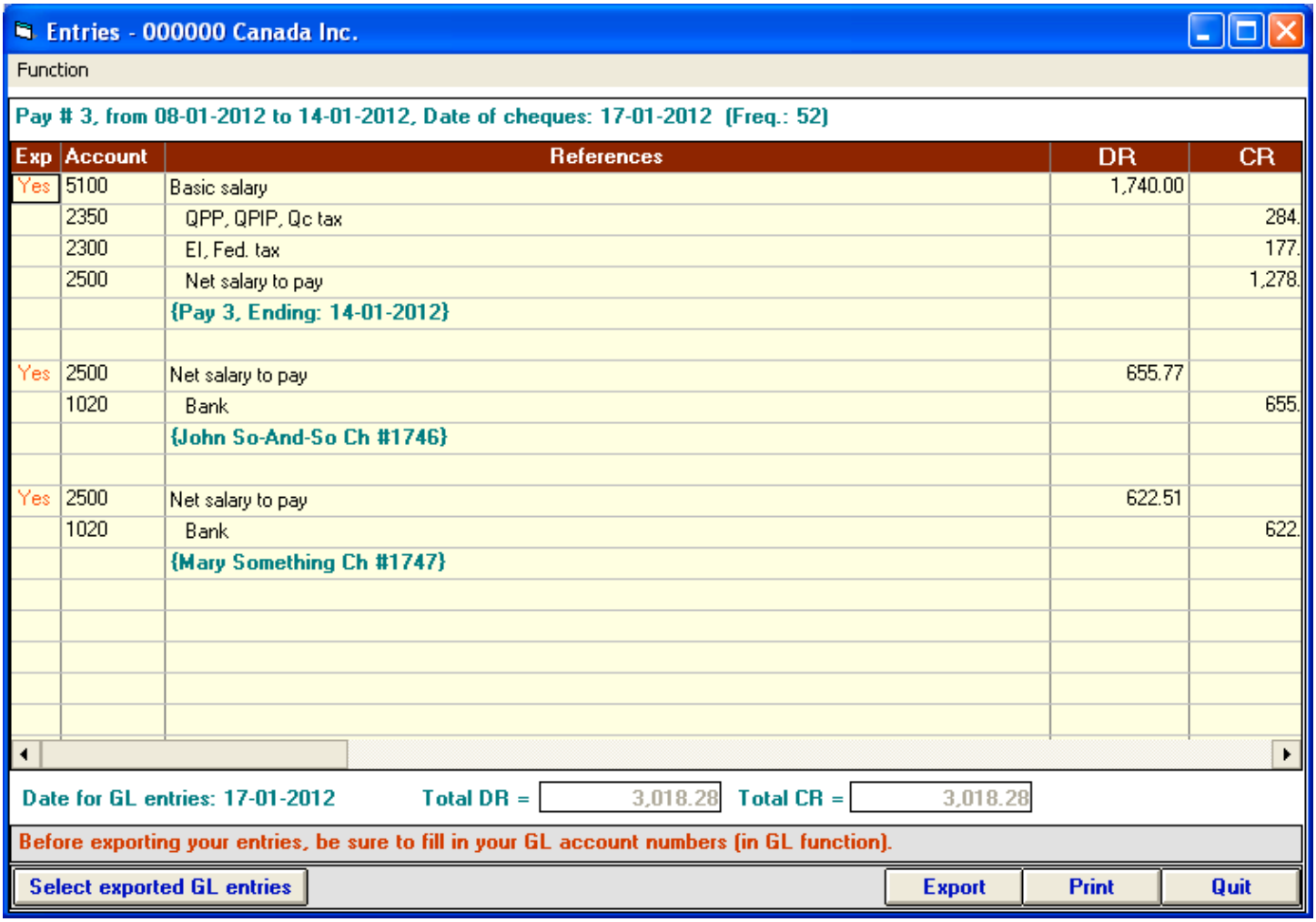

Entries - 000000 Canada Inc.
Function
Pay # 3, from 08-01-2012 to 14-01-2012, Date of cheques: 17-01-2012 (Freq.: 52)
Exp | Account | References | DR | CR
Yes | 5100 | Basic salary | 1,740.00 |
2350 | QPP, QPIP, Qc tax | | 284.
2300 | EI, Fed. tax | | 177.
2500 | Net salary to pay | | 1,278.
{Pay 3, Ending: 14-01-2012}
Yes | 2500 | Net salary to pay | 655.77 |
1020 | Bank | | 655.
{John So-And-So Ch #1746}
Yes | 2500 | Net salary to pay | 622.51 |
1020 | Bank | | 622.
{Mary Something Ch #1747}
Date for GL entries: 17-01-2012
Total DR = 3,018.28
Total CR = 3,018.28
Before exporting your entries, be sure to fill in your GL account numbers (in GL function).
Select exported GL entries
Export
Print
Quit

Figure 11.06:
Payroll journal entries window

Finally, the last thing to do when you process a pay is to erase all data by clicking the "Erase" button. This is important because this erases all overwritten cells, cheque numbers and notes entered in the pay window. When you will select the next pay period, the pay window will be blank except for the hours entered in the time sheets for this pay period.

12. *"G. ledger" (General ledger)*

This module is very interesting if you use a software for your accounting. As mentioned before, VSPS allows you to create files of journal entries that can be imported into several accounting programs.

Of course, in order to be able to make journal entries for a pay period or for employer contributions, the software needs to know which general ledger (GL) accounts to use.

Once you have indicated the accounting software you are using, you must enter the GL account numbers for every department you created. Remember that, in the "Company" window, VSPS enables you to register up to 10 departments. Consequently, you can affect different GL account numbers depending on the departments (for example, direct labour, sales department, office, etc).

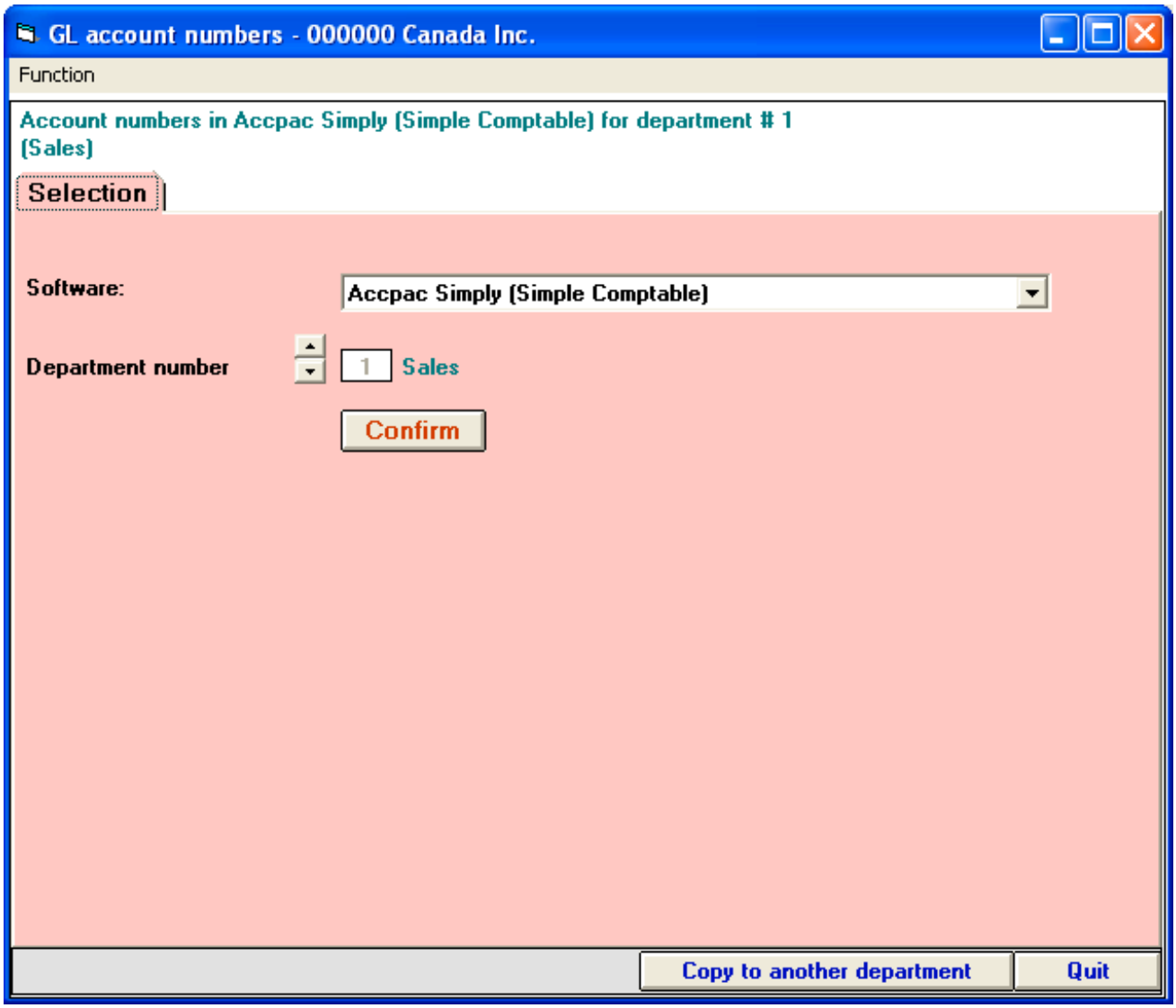


Figure 12.01: First screen of the "G. ledger" module

Of course, most of the time, many account numbers remain the same from one department to another. For this reason, VSPS enables you to copy account numbers used in a department to another department. To do so, you must click on the “Copy to another department” button. For example, you could copy the GL account numbers that you entered for department 1 and then paste them for department 2. Then, for department 2, you simply have to change the account numbers that differ from the ones used for department 1. This way to proceed is not only faster but reduces the risk of errors.

When you select a department, the program displays a data entry screen to enter all basic (default) GL account numbers. Most of them are obligatory account numbers in order to be able to generate payroll journal entries. You must remember that if you do not enter a specific GL account number for an element, the program will use the default GL account number. For example, if no specific GL account number is entered for the federal income tax, VSPS will then affect the GL account number for “Federal source deductions and employer contributions to pay”. The following figure illustrates the basic GL account numbers used when you do not enter any specific GL account number.

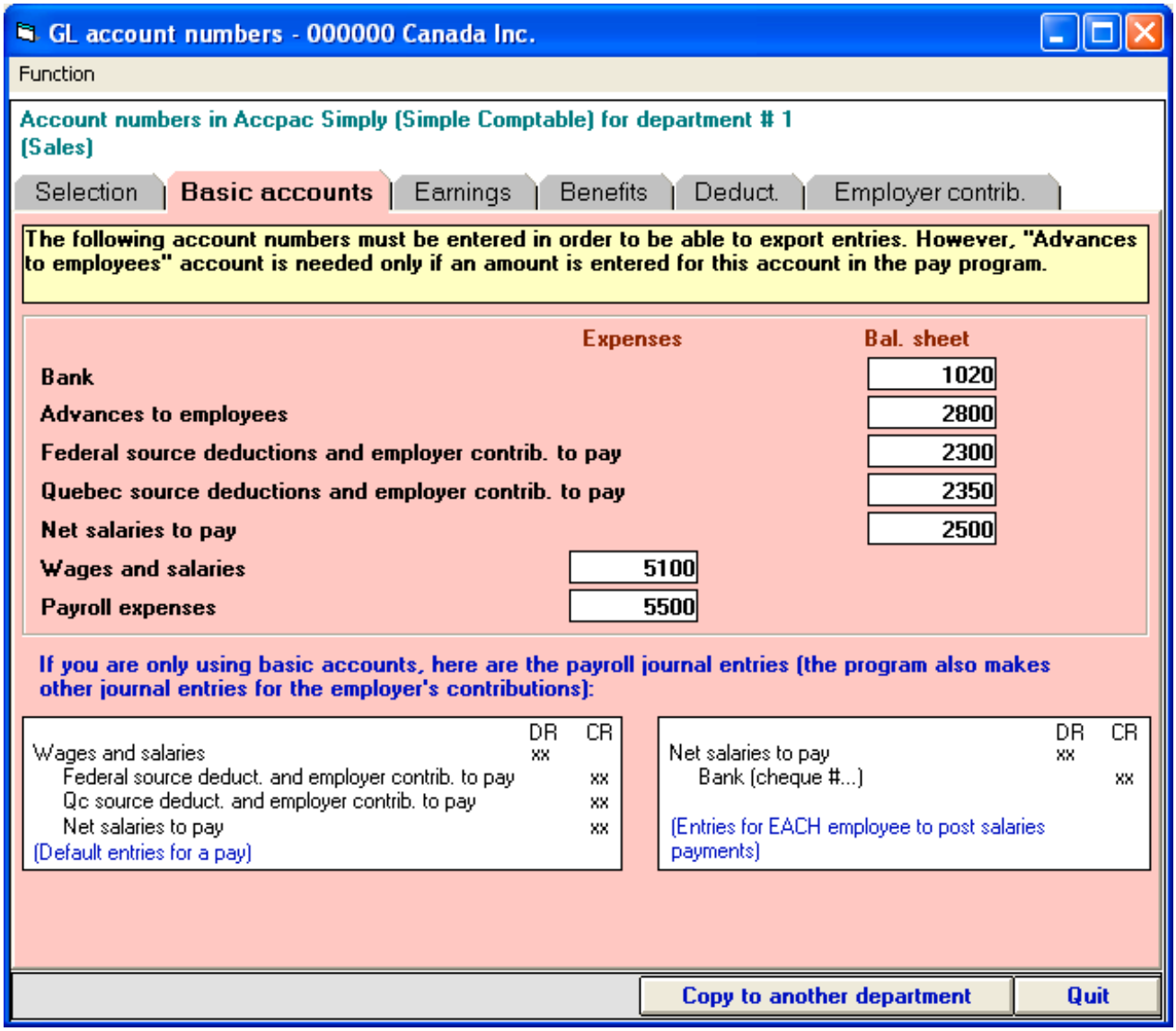

GL account numbers - 000000 Canada Inc.
Function
Account numbers in Accpac Simply (Simple Comptable) for department # 1
(Sales)
Selection
Basic accounts
Earnings
Benefits
Deduct.
Employer contrib.
The following account numbers must be entered in order to be able to export entries. However, "Advances to employees" account is needed only if an amount is entered for this account in the pay program.
Expenses
Bal. sheet
Bank 1020
Advances to employees 2800
Federal source deductions and employer contrib. to pay 2300
Quebec source deductions and employer contrib. to pay 2350
Net salaries to pay 2500
Wages and salaries 5100
Payroll expenses 5500
If you are only using basic accounts, here are the payroll journal entries (the program also makes other journal entries for the employer's contributions):
DR CR
Wages and salaries xx
Federal source deduct. and employer contrib. to pay xx
Qc source deduct. and employer contrib. to pay xx
Net salaries to pay xx
(Default entries for a pay)
DR CR
Net salaries to pay xx
Bank (cheque #...) xx
(Entries for EACH employee to post salaries payments)
Copy to another department
Quit

Figure 12.02:
”Basic accounts” tab of the ”G. ledger” module

As we can see in the next illustration, for certain elements, two account numbers are required, one for the expense and one for the liability (debt).

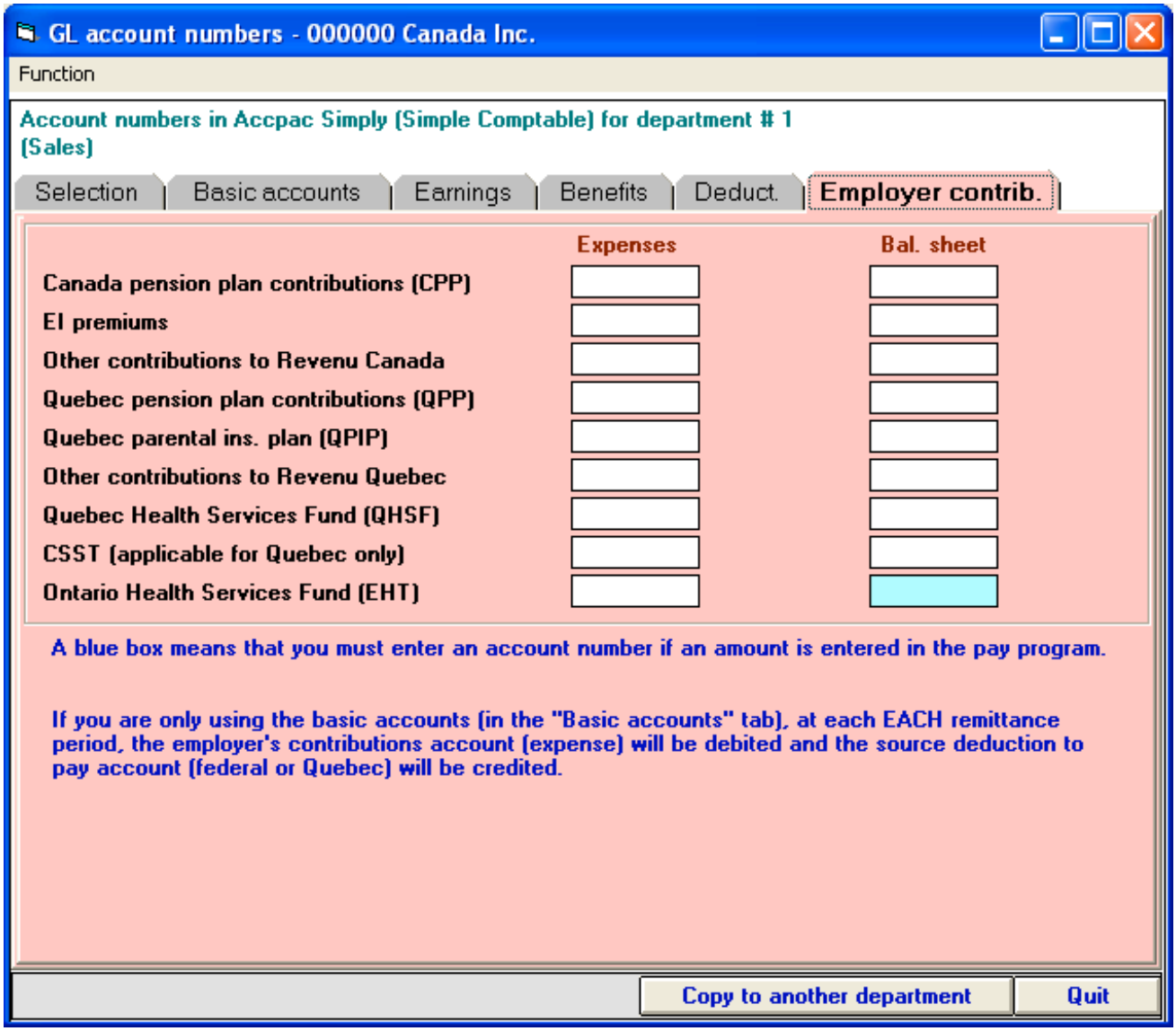

GL account numbers - 000000 Canada Inc.
Function
Account numbers in Accpac Simply (Simple Comptable) for department # 1
(Sales)
Selection
Basic accounts
Earnings
Benefits
Deduct.
Employer contrib.
Expenses
Bal. sheet
Canada pension plan contributions (CPP)
EI premiums
Other contributions to Revenu Canada
Quebec pension plan contributions (QPP)
Quebec parental ins. plan (QPIP)
Other contributions to Revenu Quebec
Quebec Health Services Fund (QHSF)
CSST (applicable for Quebec only)
Ontario Health Services Fund (EHT)
A blue box means that you must enter an account number if an amount is entered in the pay program.
If you are only using the basic accounts (in the "Basic accounts" tab), at each EACH remittance period, the employer's contributions account (expense) will be debited and the source deduction to pay account (federal or Quebec) will be credited.
Copy to another department
Quit

Figure 12.03:
"Employer contrib." tab of the "G. ledger" module

13. *"Reports"*

In the report selection screen, it is important to remark that for some reports, there is a "Criteria" tab that allows you to choose the selected employees, the interval of time, etc.

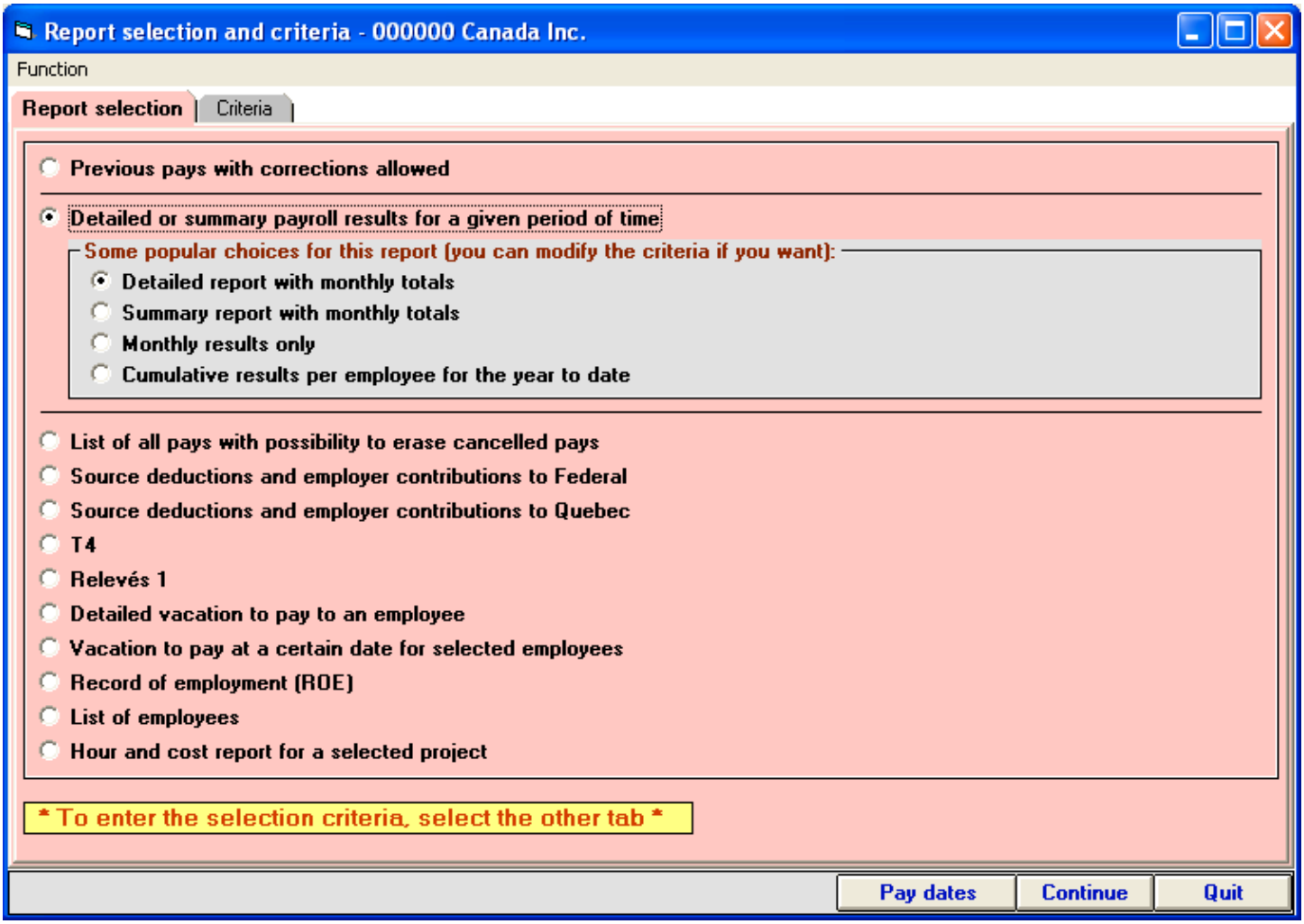

Report selection and criteria - 000000 Canada Inc.
Function
Report selection
Criteria
Previous pays with corrections allowed
Detailed or summary payroll results for a given period of time
Some popular choices for this report (you can modify the criteria if you want):
Detailed report with monthly totals
Summary report with monthly totals
Monthly results only
Cumulative results per employee for the year to date
List of all pays with possibility to erase cancelled pays
Source deductions and employer contributions to Federal
Source deductions and employer contributions to Quebec
T4
Relevés 1
Detailed vacation to pay to an employee
Vacation to pay at a certain date for selected employees
Record of employment (ROE)
List of employees
Hour and cost report for a selected project
* To enter the selection criteria, select the other tab *
Pay dates
Continue
Quit

Figure 13.01:
Report selection window

"*Previous pays with corrections allowed*"

This report is used to review every previous pay that you have posted in the database. When loading, the screen always displays the pay period # 1. To select the desired pay period, you have to click on the arrow pointing down until the desired pay period is displayed and click on the "Confirm" button.

This report can be useful in many circumstances. For example, if you forget to create a file of journal entries to import into your accounting program, the present function gives you the chance to create this file. You simply have to click on the "DR-CR" to display the journal entries for this pay period. Then, all you need to do is to click on the "Export" button.

It is also possible to reprint all the pay reports for a chosen period (summary report, detailed earnings, etc) by clicking on the "Print" button.

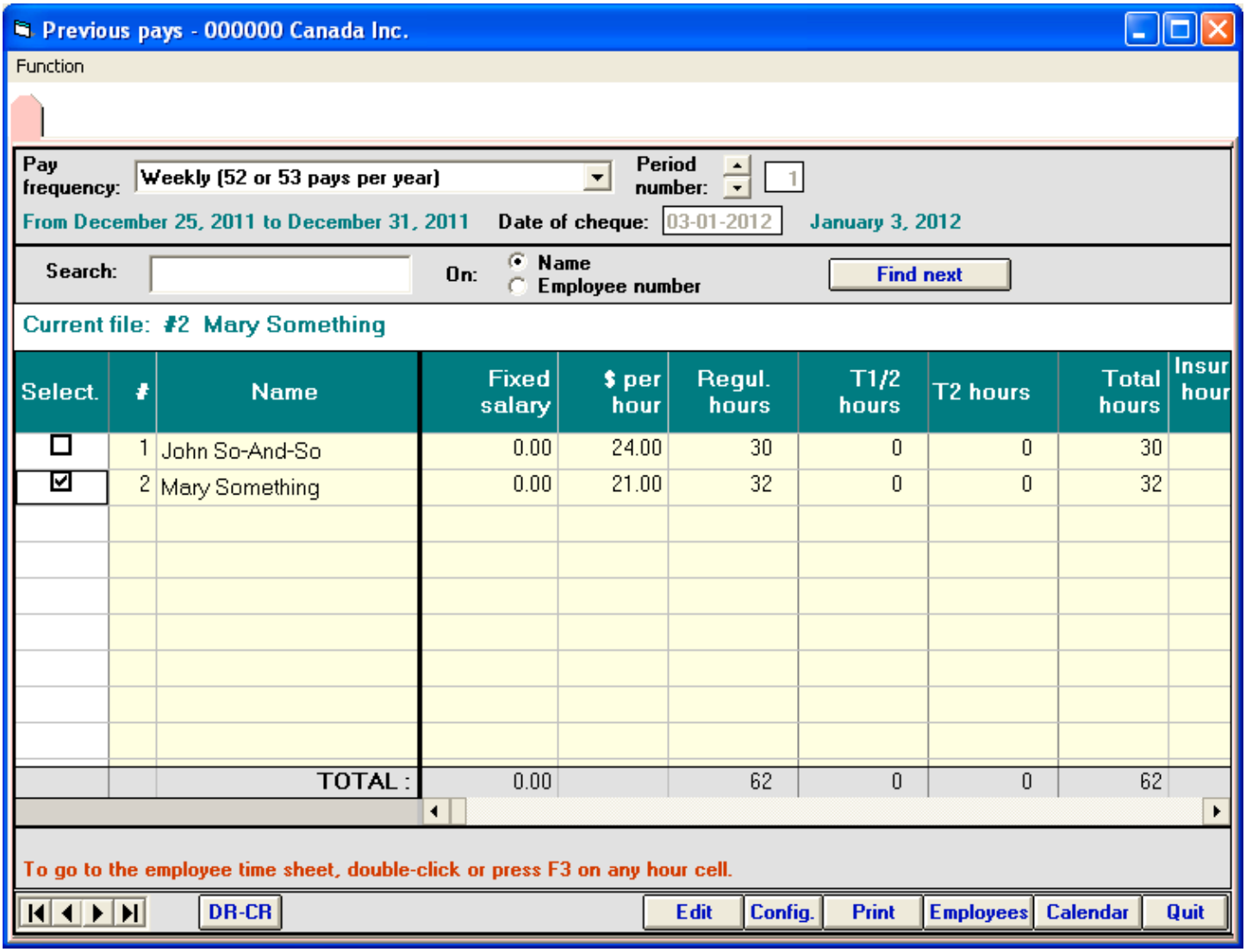

Previous pays - 000000 Canada Inc.
Function
Pay frequency: Weekly (52 or 53 pays per year)
Period number: 1
From December 25, 2011 to December 31, 2011
Date of cheque: 03-01-2012 January 3, 2012
Search:
On: Name Employee number
Find next
Current file: #2 Mary Something
Select. # Name Fixed salary $ per hour Regul. hours T1/2 hours T2 hours Total hours Insur hour
1 John So-And-So 0.00 24.00 30 0 0 30
2 Mary Something 0.00 21.00 32 0 0 32
TOTAL : 0.00 62 0 0 62
To go to the employee time sheet, double-click or press F3 on any hour cell.
DR-CR
Edit
Config.
Print
Employees
Calendar
Quit

Figure 13.02:
"Previous pays with corrections allowed" report

In this report, you can even modify data for a selected pay period. To do so, in the ”Select.” column, you must select each employee you want to make a correction for and click on the ”Edit” button. Then, the pay window is displayed and only contains information about the chosen employees. You can make the necessary corrections and even print new cheques. Once all corrections are made, do not forget to click on the ”Report” button to save your changes in the payroll database.

After you posted your corrected payroll data, it is important to quit the pay window and to return in the “Previous pays with corrections allowed” report to reprint the corrected pay reports. Moreover, if needed, you can create a new file of journal entries. If you also have to correct payroll journal entries in your accounting software for this pay period, you could reverse these payroll journal entries. To know how to proceed, please refer to chapter 11.

Finally, if you have forgotten an employee in a pay prior to the current pay period, this kind of correction can not be done in the “Previous pays with corrections allowed” report. In this case, please refer to chapter 15 in section “You forgot an employee in a previous pay period”.

“Detailed or summary payroll results for a given period of time”

When you choose this report, you must select the criteria in the next screen.

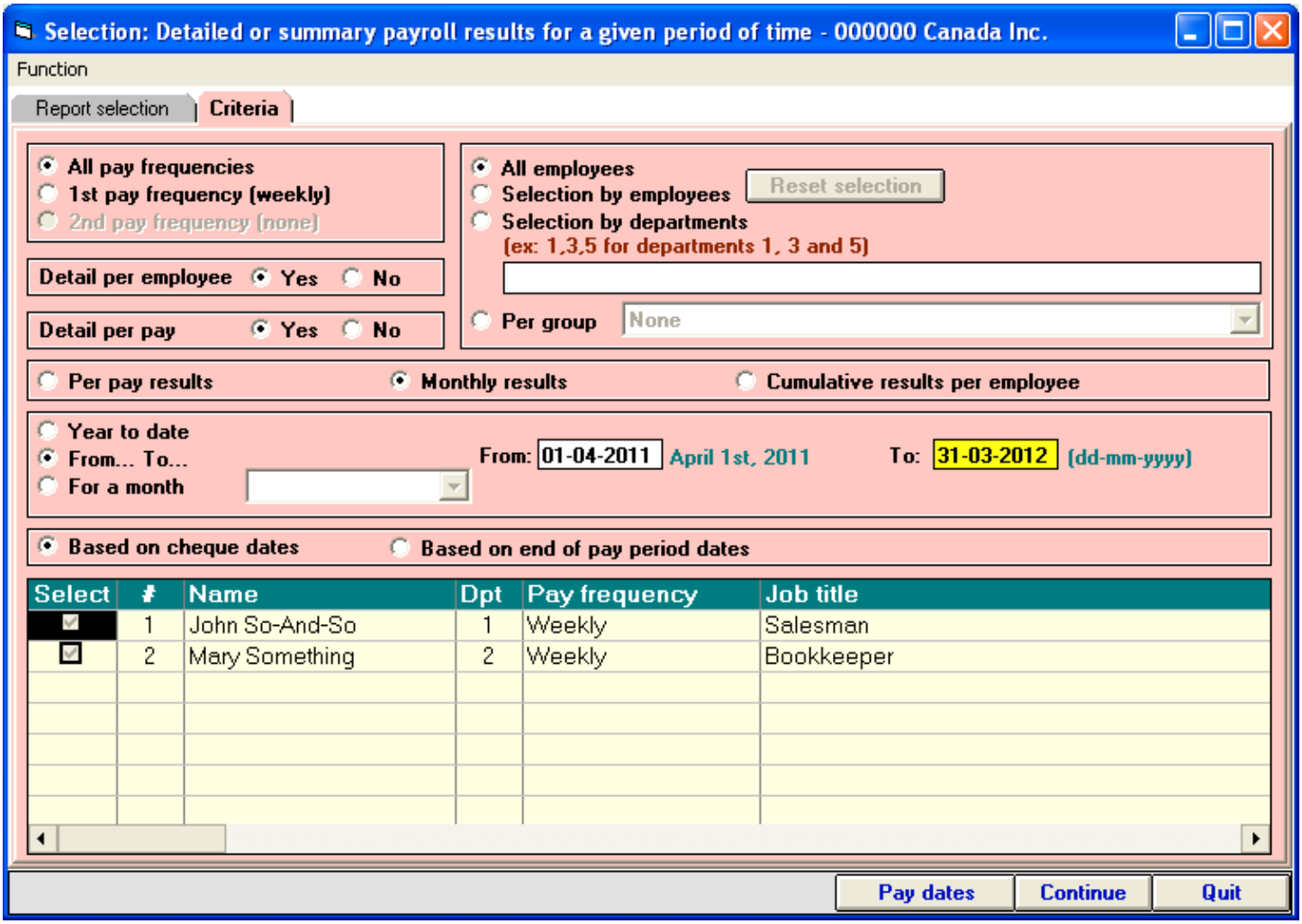


Figure 13.03: Example of criteria for this report

As we can see in figure 13.03 on the previous page, for this report, many options are offered. By default, the report covers all the year to date but you can also choose a month or an interval of time. Note that, for this report, the interval of time can even start in the previous year. For example, if a company has a March 31st year end, you could obtain the payroll results for the fiscal year ending in 2012 by entering April 1st 2011 as the beginning date for the interval of time and March 31st 2012 as for the end date.

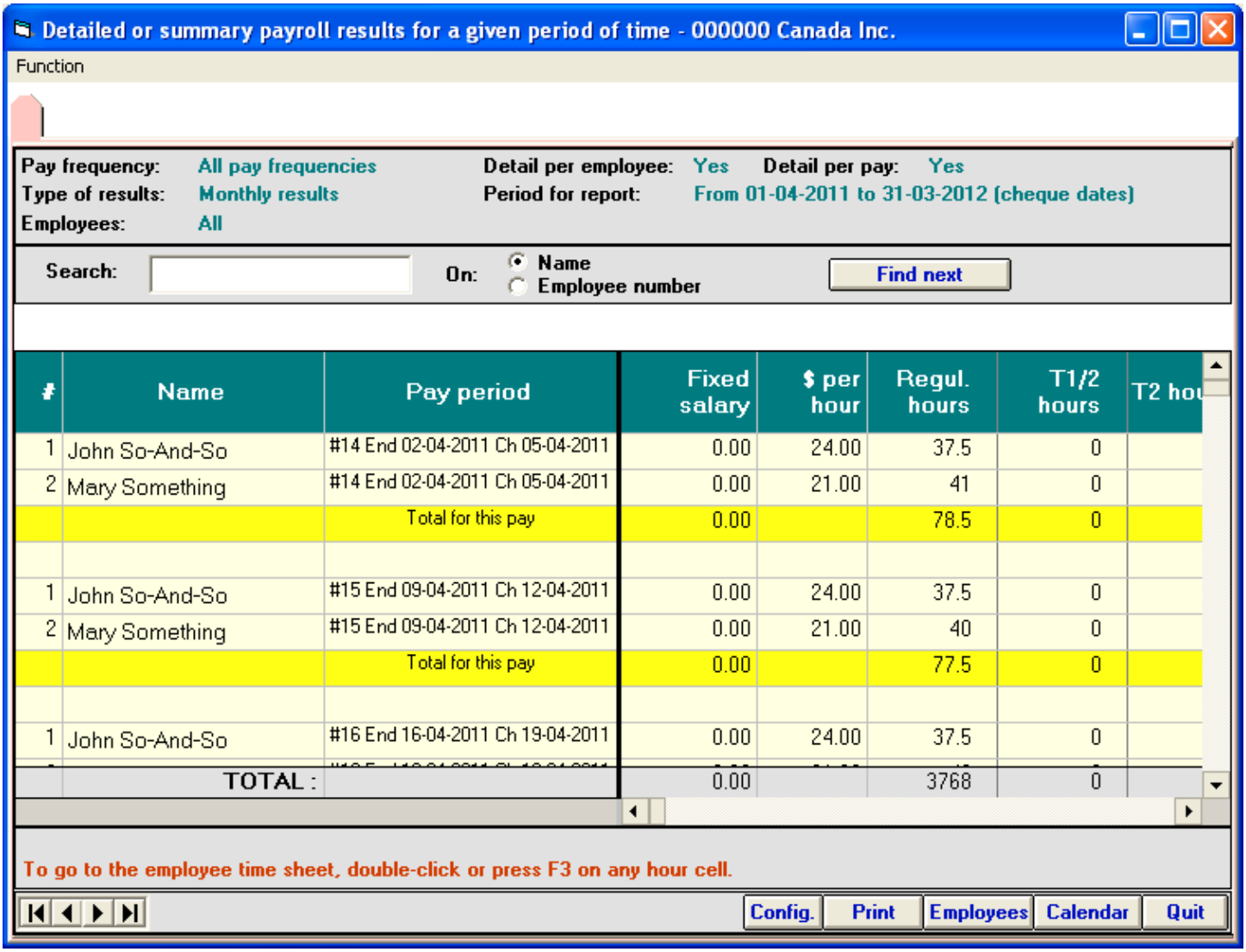

Detailed or summary payroll results for a given period of time - 000000 Canada Inc.
Function
Pay frequency: All pay frequencies
Detail per employee: Yes
Detail per pay: Yes
Type of results: Monthly results
Period for report: From 01-04-2011 to 31-03-2012 (cheque dates)
Employees: All
Search:
On: Name
Employee number
Find next
| Name | Pay period | Fixed salary | $ per hour | Regul. hours | T1/2 hours | T2 hou
1 | John So-And-So | #14 End 02-04-2011 Ch 05-04-2011 | 0.00 | 24.00 | 37.5 | 0
2 | Mary Something | #14 End 02-04-2011 Ch 05-04-2011 | 0.00 | 21.00 | 41 | 0
Total for this pay | 0.00 | 78.5 | 0
1 | John So-And-So | #15 End 09-04-2011 Ch 12-04-2011 | 0.00 | 24.00 | 37.5 | 0
2 | Mary Something | #15 End 09-04-2011 Ch 12-04-2011 | 0.00 | 21.00 | 40 | 0
Total for this pay | 0.00 | 77.5 | 0
1 | John So-And-So | #16 End 16-04-2011 Ch 19-04-2011 | 0.00 | 24.00 | 37.5 | 0
TOTAL : | 0.00 | 3768 | 0
To go to the employee time sheet, double-click or press F3 on any hour cell.
Config.
Print
Employees
Calendar
Quit

Figure 13.04: Example of the "Detailed or summary payroll results for a given period of time" report

It is important to remember that, by default, concerning the dates to enter for an interval of time, the VSPS program proceeds upon cheque dates. In fact, to help users, at the bottom of the screen, the "Pay dates" button enables you to consult, for each of the pay periods, the beginning date, the end date and the cheque date.

However, you can always select the "Based on end of pay period dates" option. For example, in these circumstances, if you choose "For a month" and select the month of March, the program generates the report by including payroll results of each pay period ending in March, even if the cheque date is in the next month (April). This possibility is useful when you have to fill out certain reports like the employee contributions to pay to a parity committee for a given month because for these kinds of reports, you have to proceed on the end pay period date instead of cheque dates.

In the ”Criteria” selection window, since the program offers many different options, it becomes easy to obtain payroll results on different criteria. For example, in the case of a manufacturing business, if you wish to compile payroll results for direct labour costs, you can select only employees to be included in the report. In these circumstances, if you have separated your employees per different department numbers (in the employee records), you could make the report selection by departments, which is a lot faster.

You could also use the ”Per group” option. As mentioned before, in the ”Company” window, there is a tab to create as many groups as you want (for example, union, parity committee, professional associations, etc). Then, in the employee’s record, if you wish, you simply have to indicate in what group an employee must be included. This allows you to generate reports for a selected group.

If you are a new user of the VSPS software, it remains important to experiment with different selection criteria to have an idea of all the possibilities this report offers.

"List of all pays with possibility to erase cancelled pays"

This report lists all the pays that you have posted in the payroll database. However, the main purpose of this function is to allow you to delete pays that you have posted before.

In fact, if for any reason, you wish to delete a pay in the database, you simply have to select this pay in the list by clicking the box in the "Select." column. Once the selection is done, you must click on the "Erase" button. Of course, the program will ask you to confirm this command.

Since this action is irreversible, it is essential to take the time to verify the selection before this deletion.

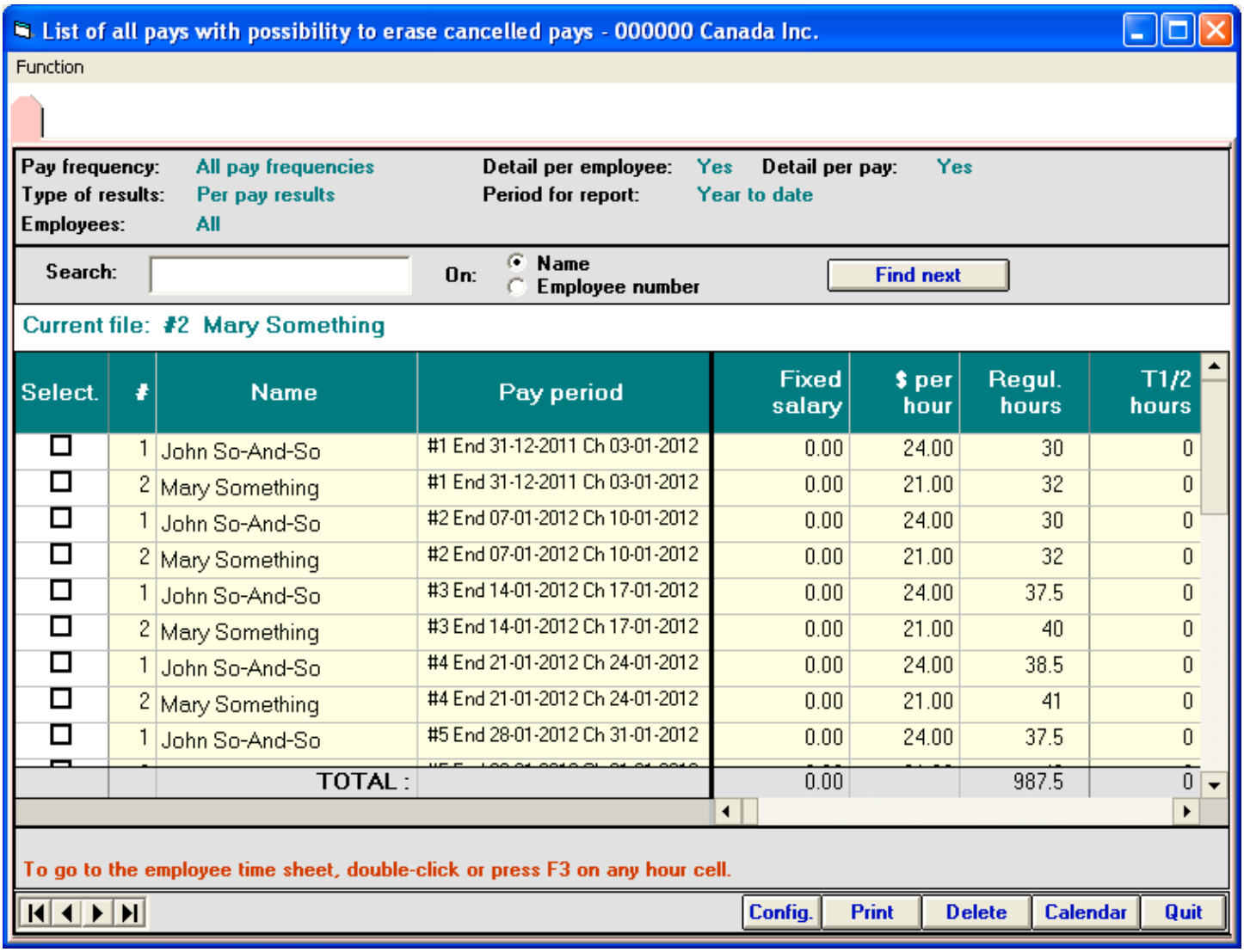

List of all pays with possibility to erase cancelled pays - 000000 Canada Inc.
Function
Pay frequency: All pay frequencies
Detail per employee: Yes
Detail per pay: Yes
Type of results: Per pay results
Period for report: Year to date
Employees: All
Search:
On: Name
Employee number
Find next
Current file: #2 Mary Something
Select. # Name Pay period Fixed salary $ per hour Regul. hours T1/2 hours
1 John So-And-So #1 End 31-12-2011 Ch 03-01-2012 0.00 24.00 30 0
2 Mary Something #1 End 31-12-2011 Ch 03-01-2012 0.00 21.00 32 0
1 John So-And-So #2 End 07-01-2012 Ch 10-01-2012 0.00 24.00 30 0
2 Mary Something #2 End 07-01-2012 Ch 10-01-2012 0.00 21.00 32 0
1 John So-And-So #3 End 14-01-2012 Ch 17-01-2012 0.00 24.00 37.5 0
2 Mary Something #3 End 14-01-2012 Ch 17-01-2012 0.00 21.00 40 0
1 John So-And-So #4 End 21-01-2012 Ch 24-01-2012 0.00 24.00 38.5 0
2 Mary Something #4 End 21-01-2012 Ch 24-01-2012 0.00 21.00 41 0
1 John So-And-So #5 End 28-01-2012 Ch 31-01-2012 0.00 24.00 37.5 0
TOTAL : 0.00 987.5 0
To go to the employee time sheet, double-click or press F3 on any hour cell.
Config. Print Delete Calendar Quit

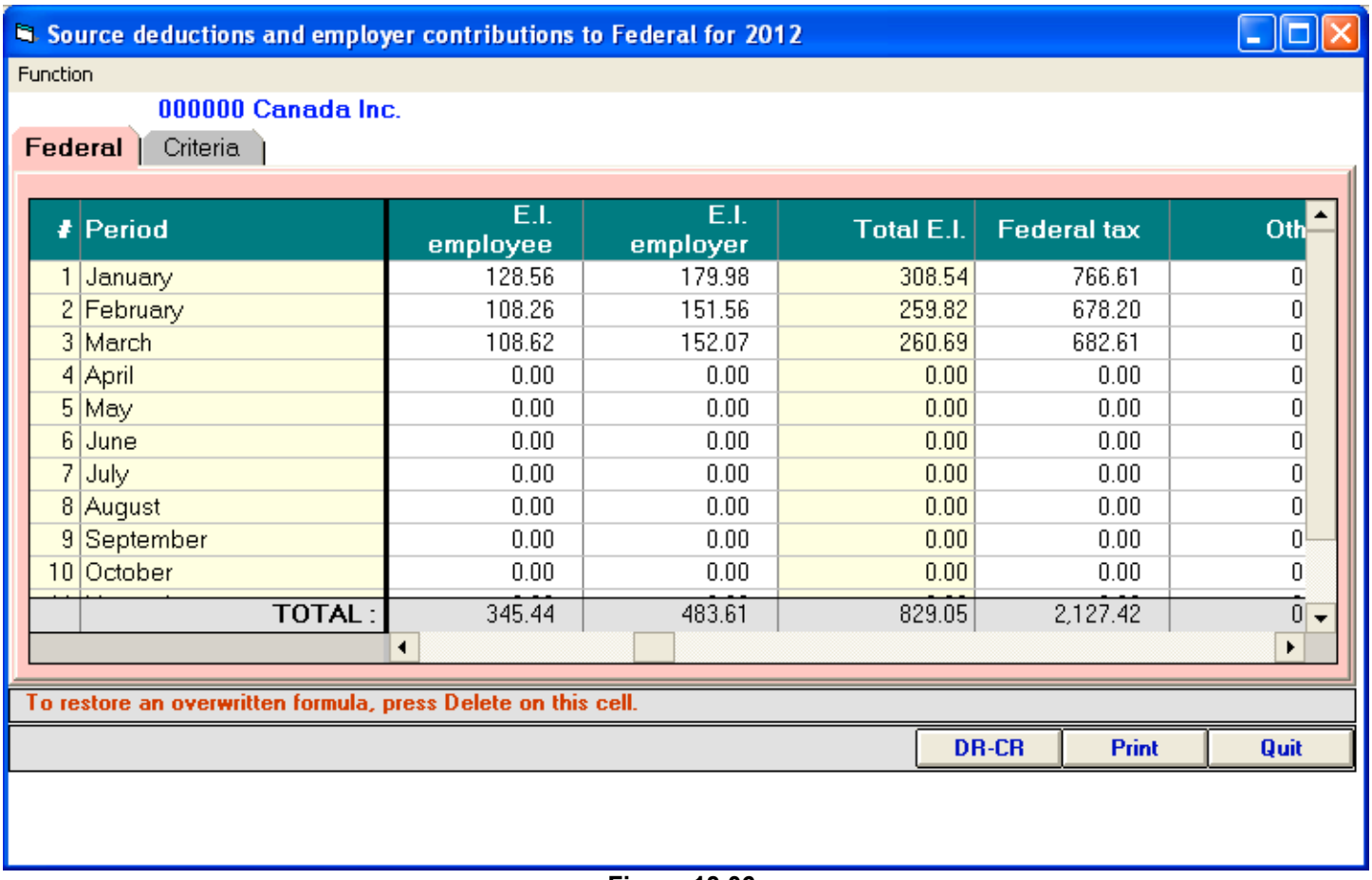
Figure 13.05:
"List of all pays with possibility to erase cancelled pays" report

"Source deductions and employer contributions to Federal"

As an employer, you have to remit the CPP contributions, the EI premiums, and income tax deducted from your employees' income, along with your share of CPP contributions and EI premiums. This report displays the detailed amounts to pay to the federal government as source deductions and employer contributions for each of the remittance periods. Remember that the remittance frequency (monthly, quarterly, etc) must be indicated in the business information window ("Company" icon of the VSPS main window).

The present report gives you all the necessary data to fill out your remittance form, including the gross payroll amount for the remitting period and the number of employees in the last pay period. For every remittance period, there are also columns to enter the amount really paid, the date of payment and the cheque number. There is even a column that calculates the difference between the amount to pay and the amount really paid.

Even if all amounts are already calculated, you are allowed to change an amount. A red star is displayed beside a modified field to indicate that this amount was overwritten. To restore a calculated amount, you only have to position the cursor on this cell and press "Delete" on your keyboard.



#	Period	E.I. employee	E.I. employer	Total E.I.	Federal tax	Oth
1	January	128.56	179.98	308.54	766.61	0
2	February	108.26	151.56	259.82	678.20	0
3	March	108.62	152.07	260.69	682.61	0
4	April	0.00	0.00	0.00	0.00	0
5	May	0.00	0.00	0.00	0.00	0
6	June	0.00	0.00	0.00	0.00	0
7	July	0.00	0.00	0.00	0.00	0
8	August	0.00	0.00	0.00	0.00	0
9	September	0.00	0.00	0.00	0.00	0
10	October	0.00	0.00	0.00	0.00	0
	TOTAL :	345.44	483.61	829.05	2,127.42	0

Figure 13.06:
"Source deductions and employer contributions to Federal" report

The “DR-CR“ button allows you to generate the federal employer contributions journal entries for a selected remittance period. Once the journal entries screen is displayed, the “Export“ button is used to create a file that can be imported into many different accounting programs such as Accpac, Acomba, Fortune 1000, MYOB, QuickBooks, Simply Accounting, etc. For more details, please refer to chapter 11 because the process is similar to the one for payroll journal entries.

As for the payroll journal entries, the program always saves the journal entries export file in the subdirectory Export\Business name _XP of the VSPS folder (by default, C:\VSPS 2012). The name of this file is easy to recognize (for example, Payroll expenses Fed. period 15 Freq. 12 Export #001.TXT).

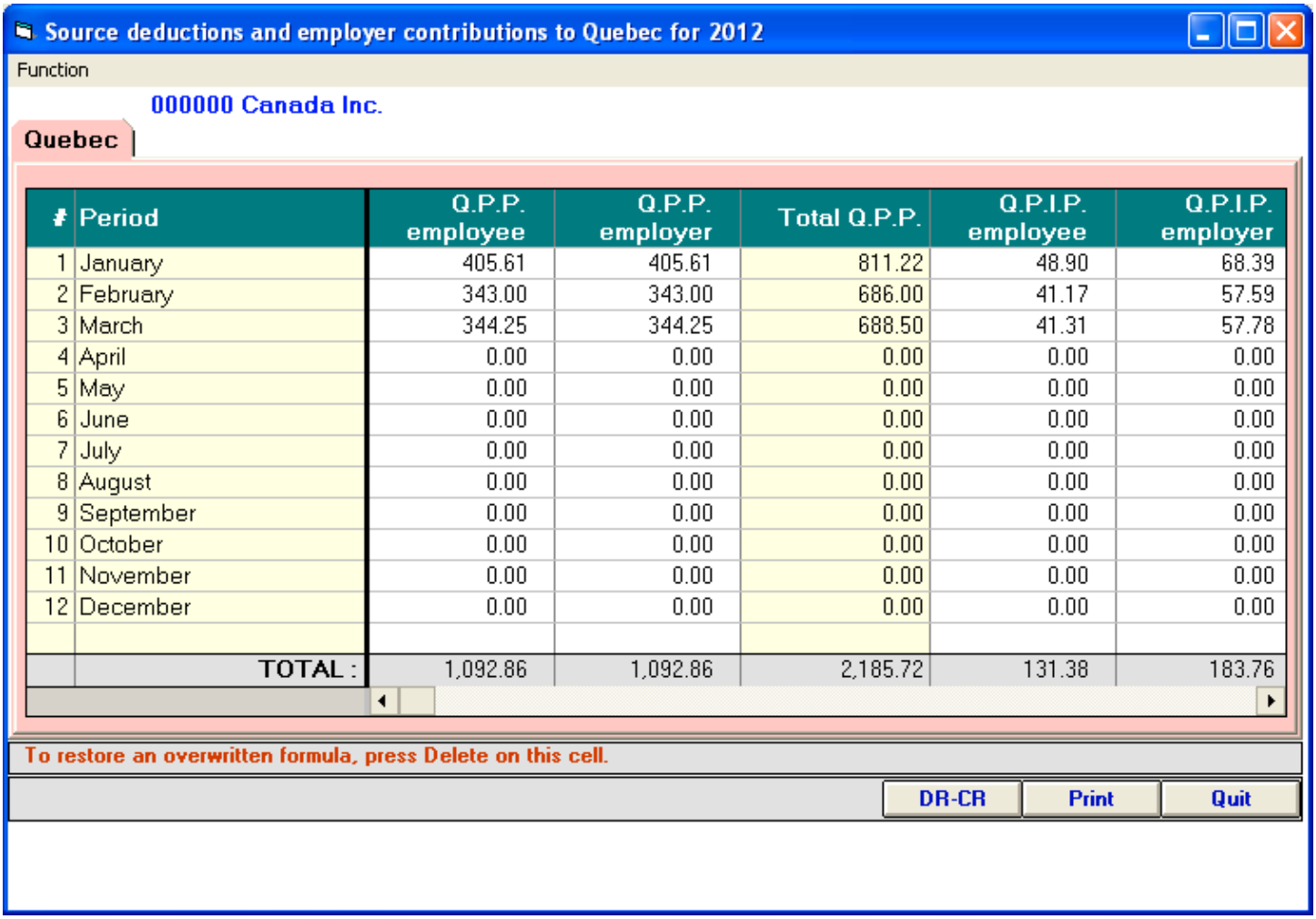
Furthermore, the “Criteria“ tab is used when the employer rate for Canadian employment insurance (EI), in the case of certain employees, is not the normal rate. Let us recall that for 2012, normally, the employer has to pay an amount representing 1.4 times the employee contributions.

Nevertheless, when some employees are covered by a private insurance, Canada Revenue Agency can reduce the employer EI contribution for these employees. In these circumstances, the employer has 2 business numbers (BN) from the Canada Revenue Agency and must produce 2 remittance forms for each of the remittance periods. The “Criteria“ tab enables you to select employees depending on which remittance form you are filling out. To facilitate the selection, you can proceed by department selection if you have previously classified your employees per department (based on the related business number) in the employee records.

Finally, it is important to remember that if the EI employer contribution for an employee is different from the normal rate (1.4 times the employee’s contribution), you must enter this rate in the “Miscellaneous“ tab of the employee record (“Employees“ icon of the VSPS main Window).

"Source deductions and employer contributions to Quebec"

This function applies only to Quebec employers. Since this report is similar to the one described in the previous section, for more information, please refer to this section.



#	Period	Q.P.P. employee	Q.P.P. employer	Total Q.P.P.	Q.P.I.P. employee	Q.P.I.P. employer
1	January	405.61	405.61	811.22	48.90	68.39
2	February	343.00	343.00	686.00	41.17	57.59
3	March	344.25	344.25	688.50	41.31	57.78
4	April	0.00	0.00	0.00	0.00	0.00
5	May	0.00	0.00	0.00	0.00	0.00
6	June	0.00	0.00	0.00	0.00	0.00
7	July	0.00	0.00	0.00	0.00	0.00
8	August	0.00	0.00	0.00	0.00	0.00
9	September	0.00	0.00	0.00	0.00	0.00
10	October	0.00	0.00	0.00	0.00	0.00
11	November	0.00	0.00	0.00	0.00	0.00
12	December	0.00	0.00	0.00	0.00	0.00
	TOTAL :	1,092.86	1,092.86	2,185.72	131.38	183.76

Figure 13.07:
"Source deductions and employer contributions to Quebec" report

"T4"

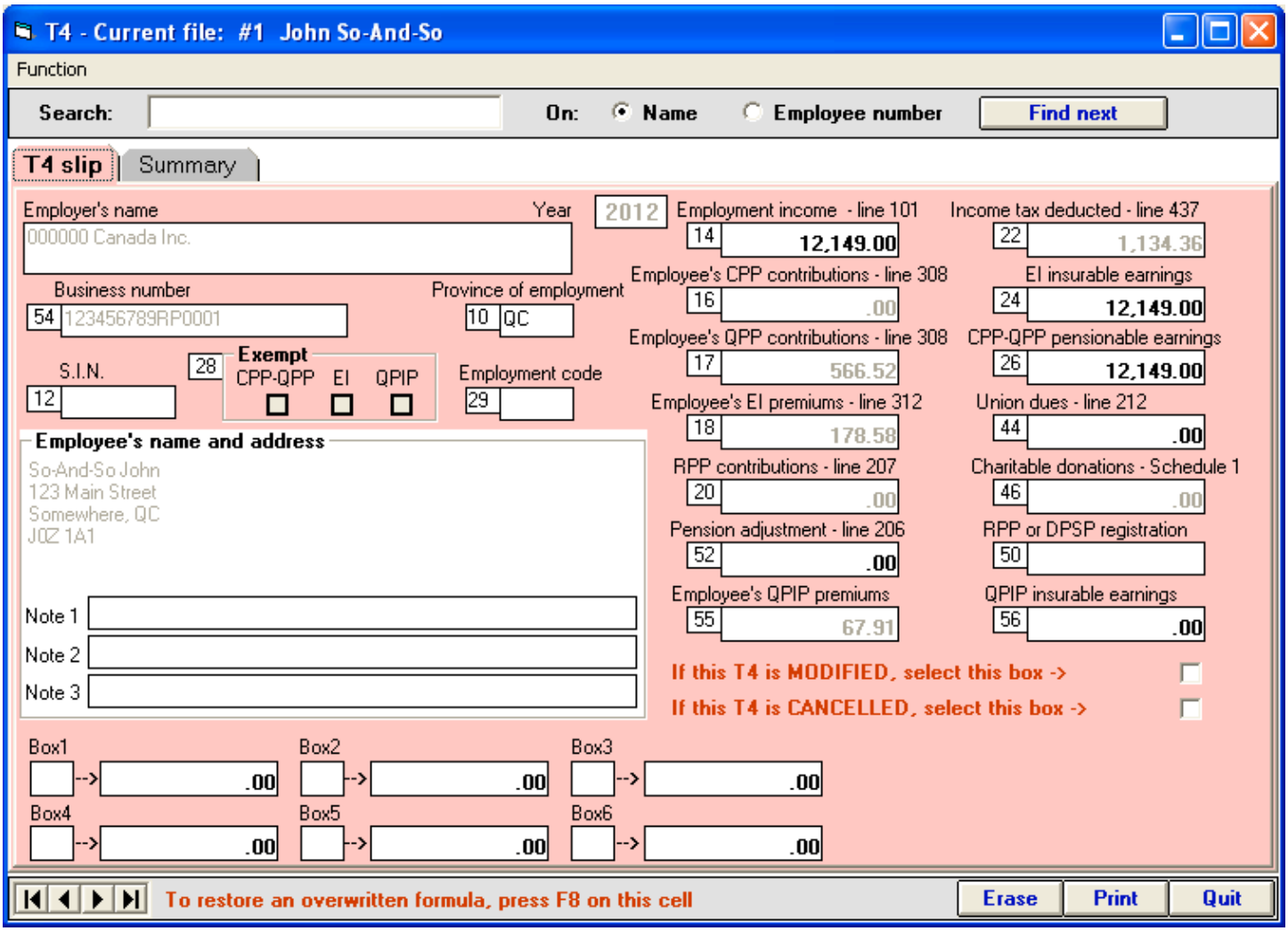


Figure 13.08: T4 slip

This function allows you to issue T4 slips. **It is very important to install the last VSPS upgrade in order to be sure to use the last authorized T4 version for this year. This upgrade is usually available at the beginning of January (for example, January 2013 for 2012 T4 slips).**

To move through the T4 slips, you can click on the scrollbar at the bottom left hand side. You can also use the search box.

It is even possible to change a calculated amount (except if the field is greyed out implying the field is disabled). In this case, a red star beside the box would be displayed to indicate an overwritten cell. To restore the calculated amount to an overwritten field, simply select this field and press F8.

At the bottom of the slip, you can enter codes and notes.

When you select the “Print“ button, the print screen is displayed. As we can see in the following figure, in this screen, first, you must indicate if you wish to print the T4 slips or the T4 Summary.

For the T4 slips printing, if necessary, you can select employees. You must also choose the type of print, one or two names per page. **Note that for the T4 slips to give to the employees, you have to select "1 employee per sheet (2 copies)”** because each employee must receive 2 copies of the T4 slip (one to attach to his income tax form and one to keep for his records). In other words, you have to give every employee, a sheet representing two T4 copies and the instructions sheet for the T4 boxes (printed automatically by VSPS).

As for the copy to send to the Canada Revenue Agency with the T4 Summary, you must always print 2 different names per page. With this selection, as required, the program also prints the business number (BN) on each T4 slip.

The T4 slips produced by VSPS are authorized by Canada Revenue Agency. You simply have to print them on white paper. However, be sure to use the last VSPS upgrade (usually available in the month of January following the year end). When you are printing the T4 slips, the number beginning by “RC-“ must be followed by the last 2 digits of the year (i.e.; “RC-12-…“ for 2012).

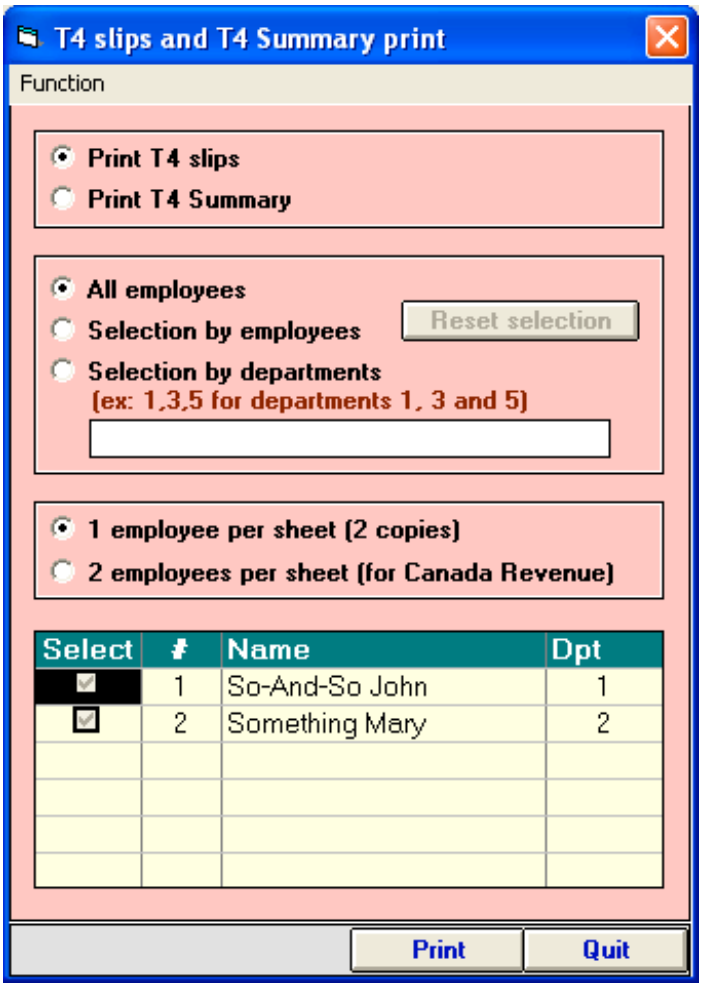


Figure 13.09: Print screen for T4 and T4 Summary

When you select the “Summary“ tab, the program displays the worksheet intended to help you fill out the T4 Summary form. You can print this worksheet but as opposed to the T4 slips, this is not an official form that you can send to Canada Revenue Agency.

Indeed, you must fill out the T4 Summary form manually or use the dynamic pdf form (i.e.; t4sum-fill-12b.pdf for the year 2012) available from the Canada Revenue Agency web site or from www.vsps123.com in the « F.A.Q. » section. It is recommended to print this worksheet and keep it for your records with a photocopy of the T4 Summary form.

Finally, if the business has more than 50 employees, a button will be displayed to create a file of the T4 slips in XML format. This file must be sent to Canada Revenue Agency. Remember that paper copies are not accepted if you have more than 50 employees. In this case, please contact us.

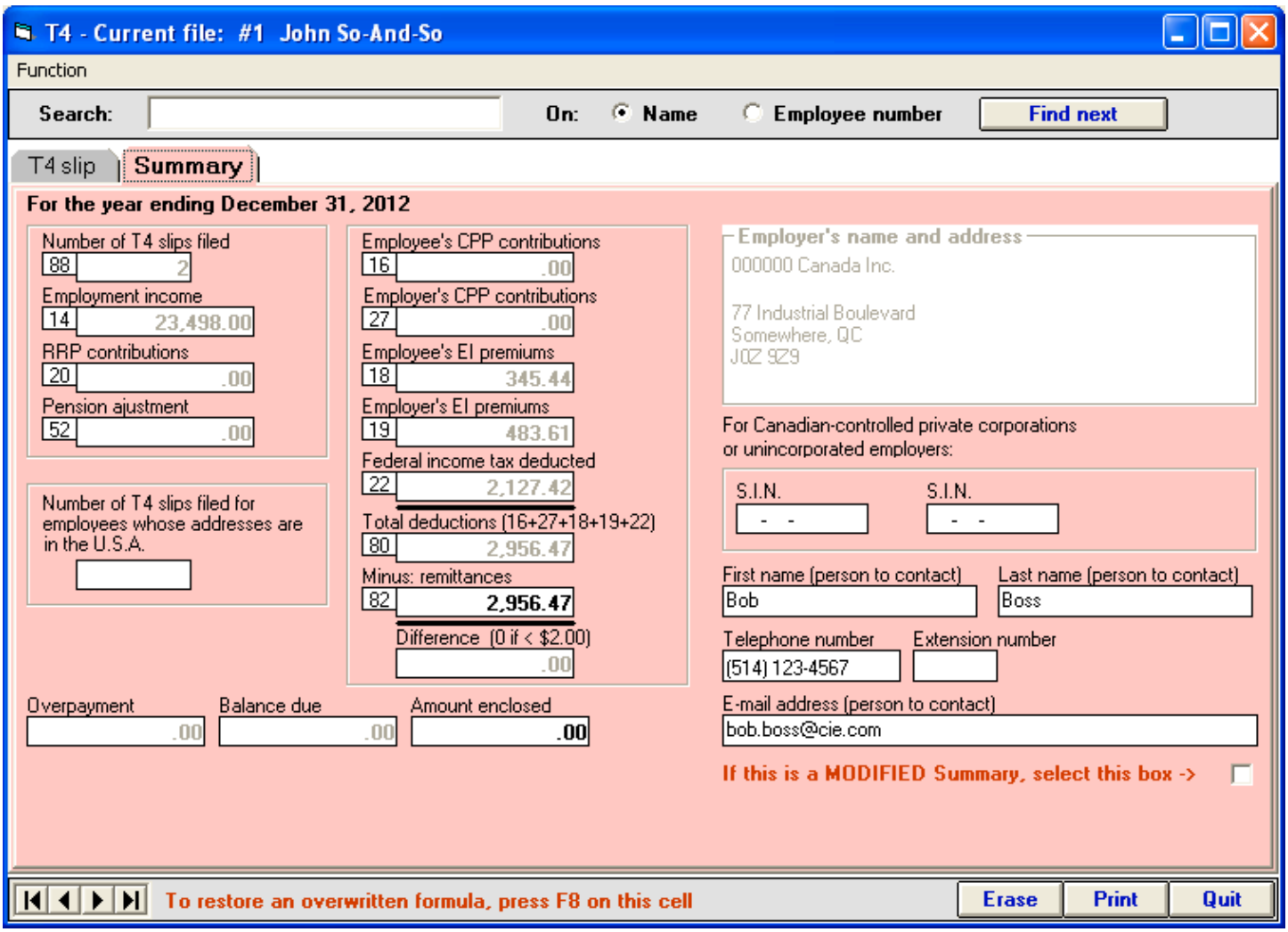


Figure 13.10:
Worksheet used to fill out the T4 Summary

"Relevés 1"

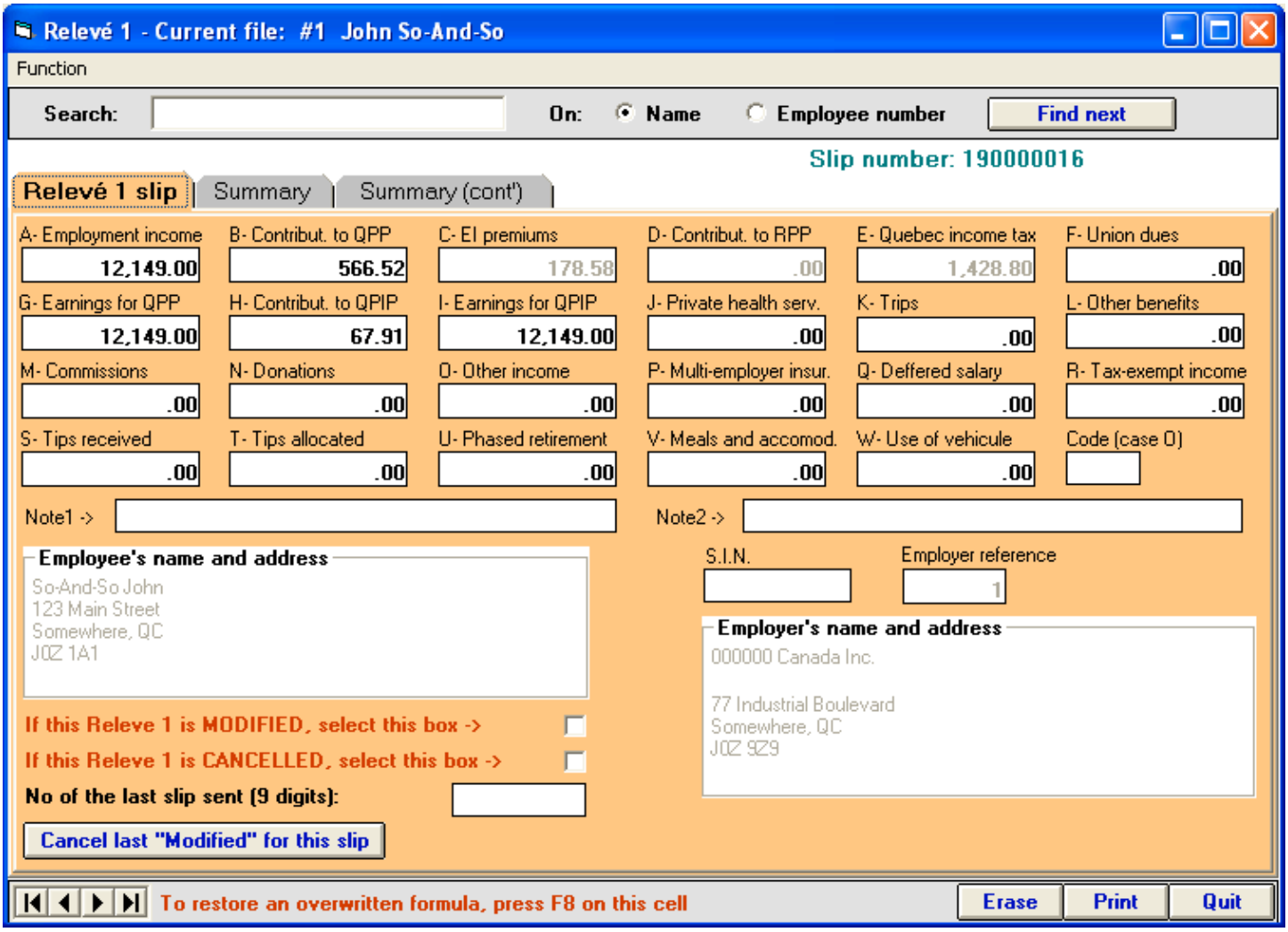


Figure 13.11: "Relevé 1" slip

This function allows you to issue "Relevé 1" slips to employees who are Quebec residents. **It is very important to install the last VSPS upgrade in order to be sure to use the right Relevé 1 version. This upgrade is usually available at the beginning of January (for example, January 2013 for 2012 Relevé 1 slips).**

As for the T4, to move through the slips, you can click on the scrollbar at the bottom left hand side. You can also use the search box.

It is even possible to change a calculated amount (except if the field is greyed out implying the field is disabled). In this case, a red star beside the box would be displayed to indicate an overwritten cell. To restore the calculated amount to an overwritten field, simply select this field and press F8.

In the middle of the slip, you can also enter notes.

When you select the “Print“ button, the print screen is displayed. As we can see in the following figure, in this screen, first, you must indicate if you wish to print the Relevé 1 slips or the Relevé 1 Summary. For the Relevé 1 slips printing, if necessary, you can select employees.

The Relevé 1 slips produced by VSPS are authorized by Revenu Québec. You simply have to print them on white paper. However, be sure to use the last VSPS upgrade (usually available in the month of January following the year end). When you are printing the Relevé 1 slips, the number beginning by “FS“ must be followed by the last 2 digits of the year (i.e.; “FS12…“ for 2012).

Note that if you have more than 50 employees, a button will be displayed to create a file of the Relevé 1 slips in XML format. This file must be sent to Revenu Quebec. Remember that paper copies are not accepted if you have more than 50 employees. In this case, please contact us.

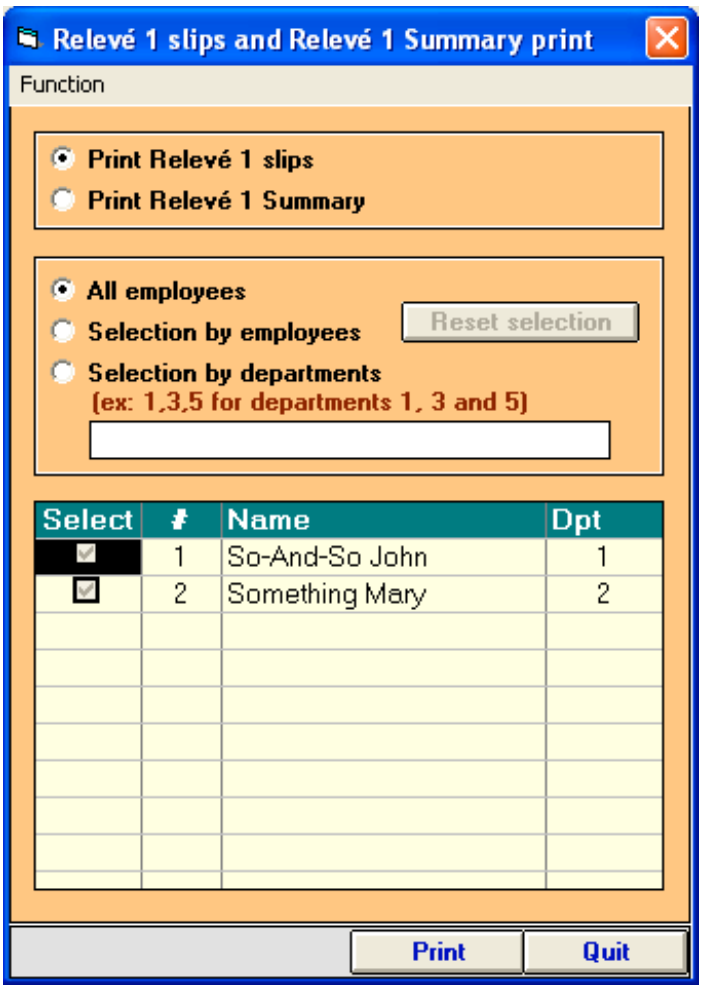


Figure 13.12:
Print screen for “Relevé 1“ slips and Summary

In the VSPS Relevé 1 window, when you select the “Summary“ tab, the program displays the worksheet intended to help you fill out the Relevé 1 Summary form. You can print this worksheet but as opposed to the Relevé 1 slips, this is not an official form that you can send to Revenu Quebec.

Indeed, you must fill out the Relevé 1 Summary form manually or use the dynamic pdf form (i.e.; rlz-1.s(2012-10)d8.pdf for the year 2012) available from the Revenu Quebec web site or from www.vsps123.com in the « F.A.Q. » section. It is recommended to print this worksheet and keep it for your records with a photocopy of the Relevé 1 Summary form.

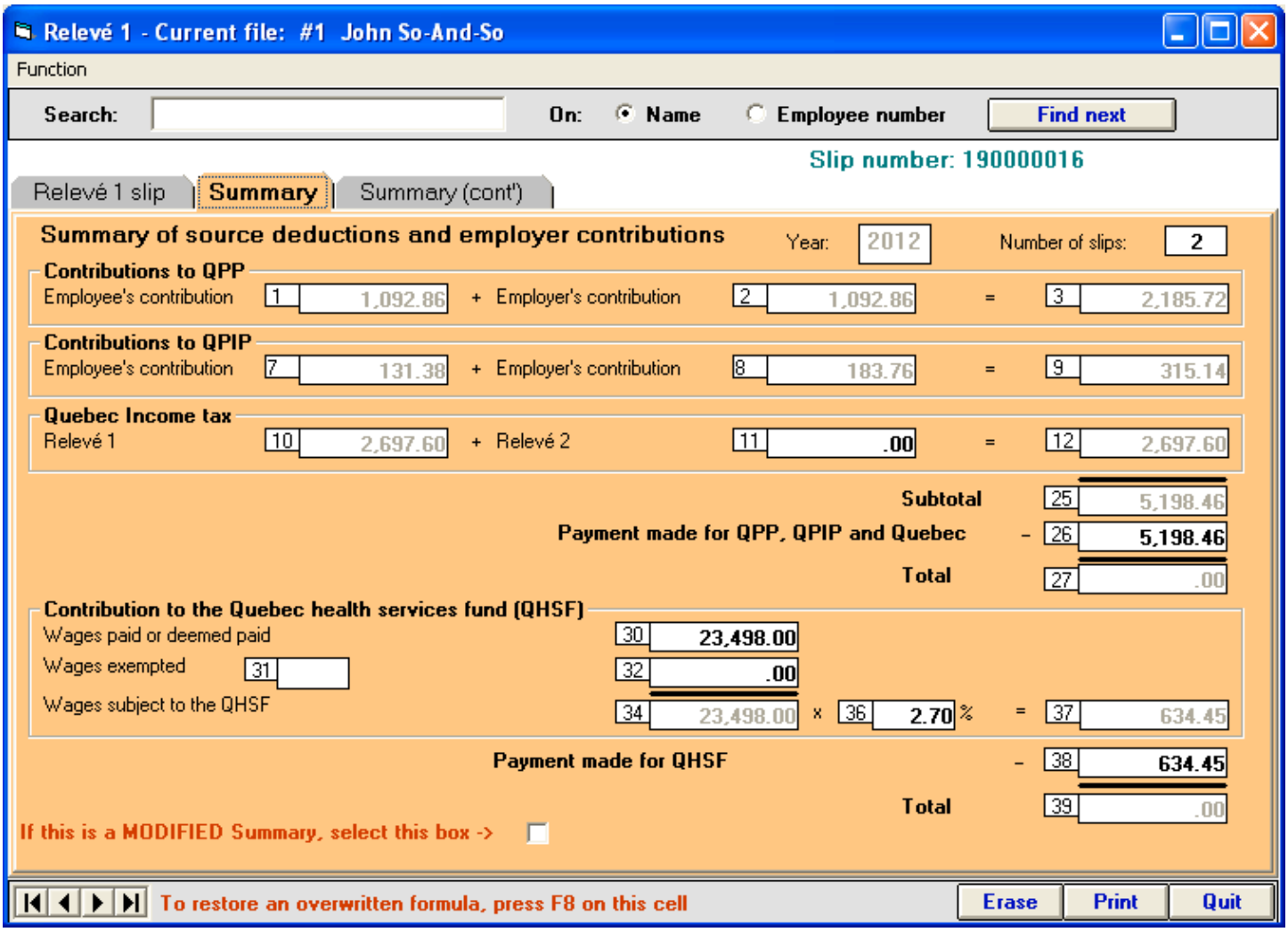

Relevé 1 - Current file: #1 John So-And-So
Function
Search:
On: Name Employee number
Find next
Slip number: 190000016
Relevé 1 slip
Summary
Summary (cont')
Summary of source deductions and employer contributions
Year: 2012
Number of slips: 2
Contributions to QPP
Employee's contribution 1 1,092.86 + Employer's contribution 2 1,092.86 = 3 2,185.72
Contributions to QPIP
Employee's contribution 7 131.38 + Employer's contribution 8 183.76 = 9 315.14
Quebec Income tax
Relevé 1 10 2,697.60 + Relevé 2 11 .00 = 12 2,697.60
Subtotal 25 5,198.46
Payment made for QPP, QPIP and Quebec - 26 5,198.46
Total 27 .00
Contribution to the Quebec health services fund (QHSF)
Wages paid or deemed paid 30 23,498.00
Wages exempted 31 32 .00
Wages subject to the QHSF 34 23,498.00 x 36 2.70 % = 37 634.45
Payment made for QHSF - 38 634.45
Total 39 .00
If this is a MODIFIED Summary, select this box ->
To restore an overwritten formula, press F8 on this cell
Erase
Print
Quit

Figure 13.13:
First part of the worksheet used to fill out the “Relevé 1“ Summary

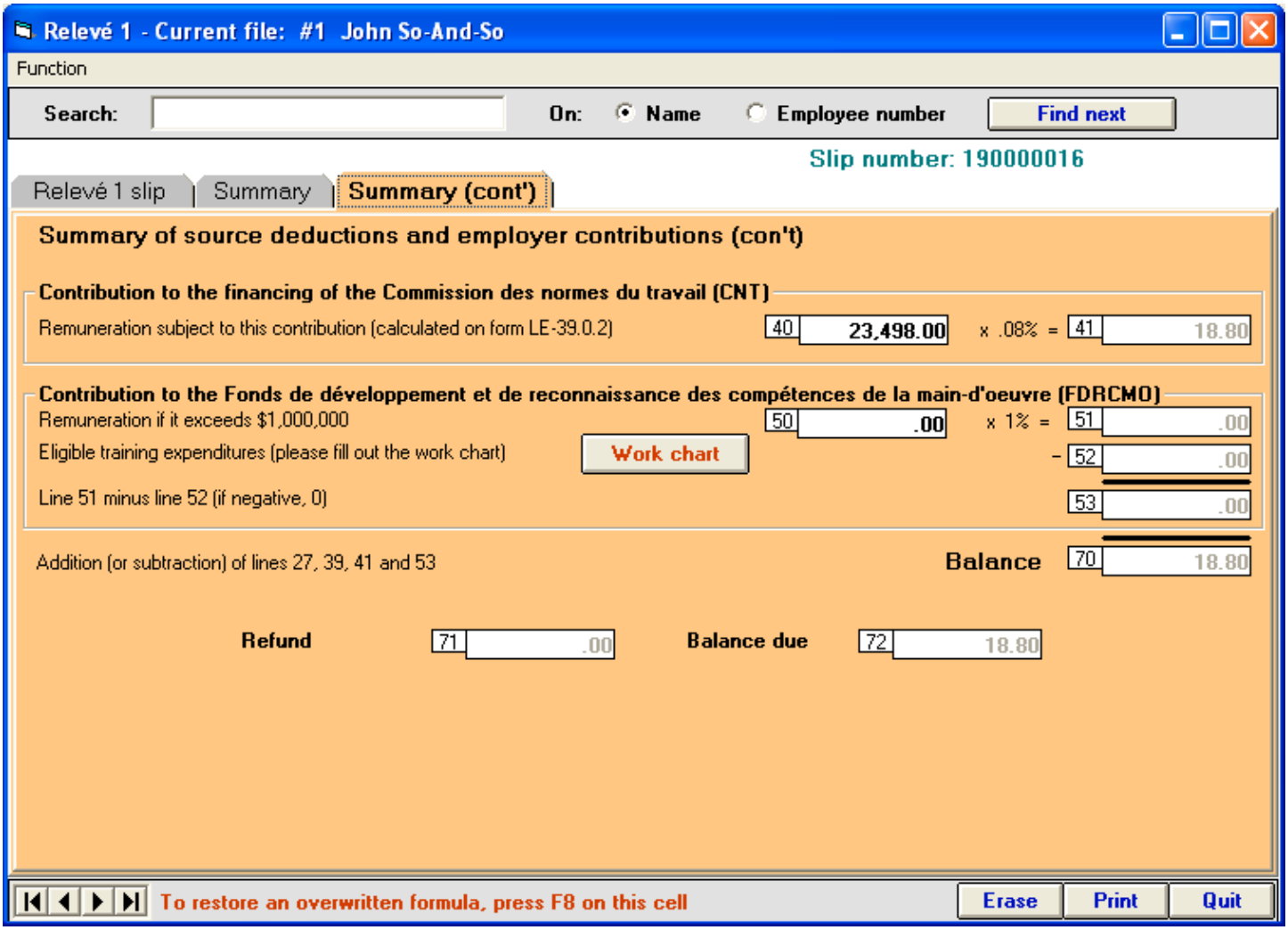

Relevé 1 - Current file: #1 John So-And-So
Function
Search:
On: Name Employee number
Find next
Slip number: 190000016
Relevé 1 slip
Summary
Summary (cont')
Summary of source deductions and employer contributions (con't)
Contribution to the financing of the Commission des normes du travail (CNT)
Remuneration subject to this contribution (calculated on form LE-39.0.2)
40 23,498.00
x .08% =
41 18.80
Contribution to the Fonds de développement et de reconnaissance des compétences de la main-d'oeuvre (FDRCMO)
Remuneration if it exceeds $1,000,000
50 .00
x 1% =
51 .00
Eligible training expenditures (please fill out the work chart)
Work chart
- 52 .00
Line 51 minus line 52 (if negative, 0)
53 .00
Addition (or subtraction) of lines 27, 39, 41 and 53
Balance
70 18.80
Refund
71 .00
Balance due
72 18.80
To restore an overwritten formula, press F8 on this cell
Erase
Print
Quit

Figure 13.14:
Second part of the worksheet used to fill out the "Relevé 1" Summary

"Detailed vacation to pay to an employee"

For this report, first, you must select the employee by clicking on the scrollbar at the bottom left hand side or by using the search box. Once the selection is done, you have to click on the "Continue" button. Then the program displays, for each of the pay periods, details related to the vacation calculation (vacation rate effective at the pay period, remuneration for vacation calculation, balance at the beginning, vacation amount earned in the period, balance at the end, etc).

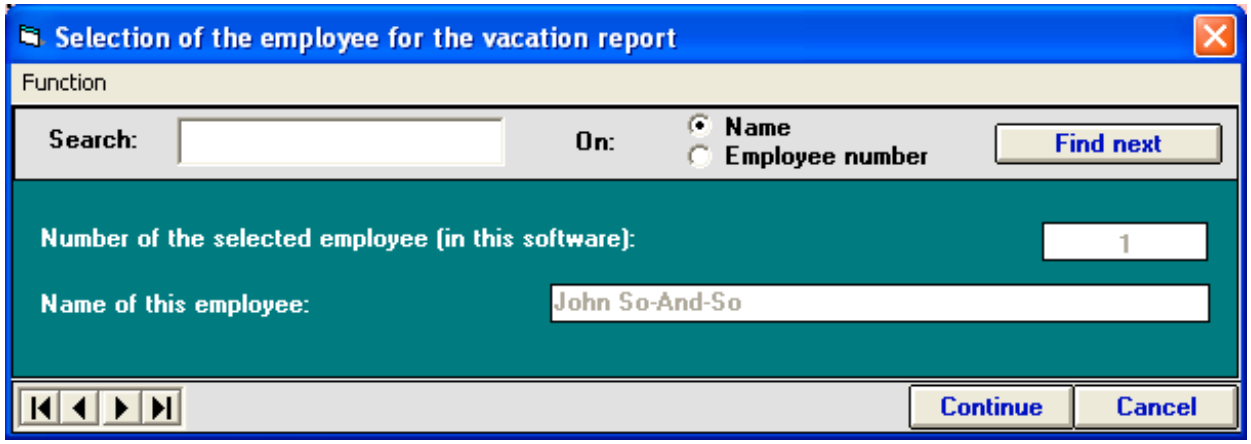


Figure 13.15: Employee selection screen for the vacation report

Detailed report for vacation - 000000 Canada Inc.

Function

1 John So-And-So

Vacation to pay

#	Period	Vacation rate	Type of vacation pay	Remuner. for vacation calculation	Vacation balance at beginning	Vacation earned for this period
1	From 25-12-2011 to 31-12-2011	4%	Paid later	900.00	1,244.76	36.00
2	From 01-01-2012 to 07-01-2012	4%	Paid later	900.00	1,280.76	36.00
3	From 08-01-2012 to 14-01-2012	4%	Paid later	900.00	1,316.76	36.00
4	From 15-01-2012 to 21-01-2012	4%	Paid later	924.00	1,352.76	36.96
5	From 22-01-2012 to 28-01-2012	4%	Paid later	900.00	1,389.72	36.00
6	From 29-01-2012 to 04-02-2012	4%	Paid later	937.50	1,425.72	37.50
7	From 05-02-2012 to 11-02-2012	4%	Paid later	987.50	1,463.22	39.50
8	From 12-02-2012 to 18-02-2012	4%	Paid later	937.50	1,502.72	37.50
9	From 19-02-2012 to 25-02-2012	4%	Paid later	937.50	1,540.22	37.50
10	From 26-02-2012 to 03-03-2012	4%	Paid later	937.50	1,577.72	37.50
11	From 04-03-2012 to 10-03-2012	4%	Paid later	975.00	1,615.22	39.00
12	From 11-03-2012 to 17-03-2012	4%	Paid later	937.50	1,654.22	37.50
13	From 18-03-2012 to 24-03-2012	4%	Paid later	975.00	1,691.72	39.00
	TOTAL :			12,149.00	1,244.76	485.96

Print Quit

Figure 13.16: First part of the "Detailed vacation to pay to an employee" report

Detailed report for vacation - 000000 Canada Inc.

Function

1 John So-And-So

Vacation to pay

#	Period	Vacation balance at beginning	Vacation earned for this period	Amount of vacation paid	Adjustment	Vacation balance at the end
1	From 25-12-2011 to 31-12-2011	1,244.76	36.00	0.00	0.00	1,280.76
2	From 01-01-2012 to 07-01-2012	1,280.76	36.00	0.00	0.00	1,316.76
3	From 08-01-2012 to 14-01-2012	1,316.76	36.00	0.00	0.00	1,352.76
4	From 15-01-2012 to 21-01-2012	1,352.76	36.96	0.00	0.00	1,389.72
5	From 22-01-2012 to 28-01-2012	1,389.72	36.00	0.00	0.00	1,425.72
6	From 29-01-2012 to 04-02-2012	1,425.72	37.50	0.00	0.00	1,463.22
7	From 05-02-2012 to 11-02-2012	1,463.22	39.50	0.00	0.00	1,502.72
8	From 12-02-2012 to 18-02-2012	1,502.72	37.50	0.00	0.00	1,540.22
9	From 19-02-2012 to 25-02-2012	1,540.22	37.50	0.00	0.00	1,577.72
10	From 26-02-2012 to 03-03-2012	1,577.72	37.50	0.00	0.00	1,615.22
11	From 04-03-2012 to 10-03-2012	1,615.22	39.00	0.00	0.00	1,654.22
12	From 11-03-2012 to 17-03-2012	1,654.22	37.50	0.00	0.00	1,691.72
13	From 18-03-2012 to 24-03-2012	1,691.72	39.00	0.00	0.00	1,730.72
	TOTAL :	1,244.76	485.96	0.00	0.00	

Print Quit

Figure 13.17:
Second part of the "Detailed vacation to pay to an employee" report

As shown in the figure above, notice that in this report, if necessary, in the "Adjustment" column, you can even enter a positive or negative amount to affect the balance.

"Vacation to pay at a certain date for selected employees"

This report displays the detailed vacation amount to pay to selected employees at a certain date. By default, all employees are included and the report date is the end of the calendar year.

However, as shown in the following figure, if you click on the "Criteria" tab, it becomes possible for you to select employees and enter the date you wish to use to calculate vacation amounts to pay.

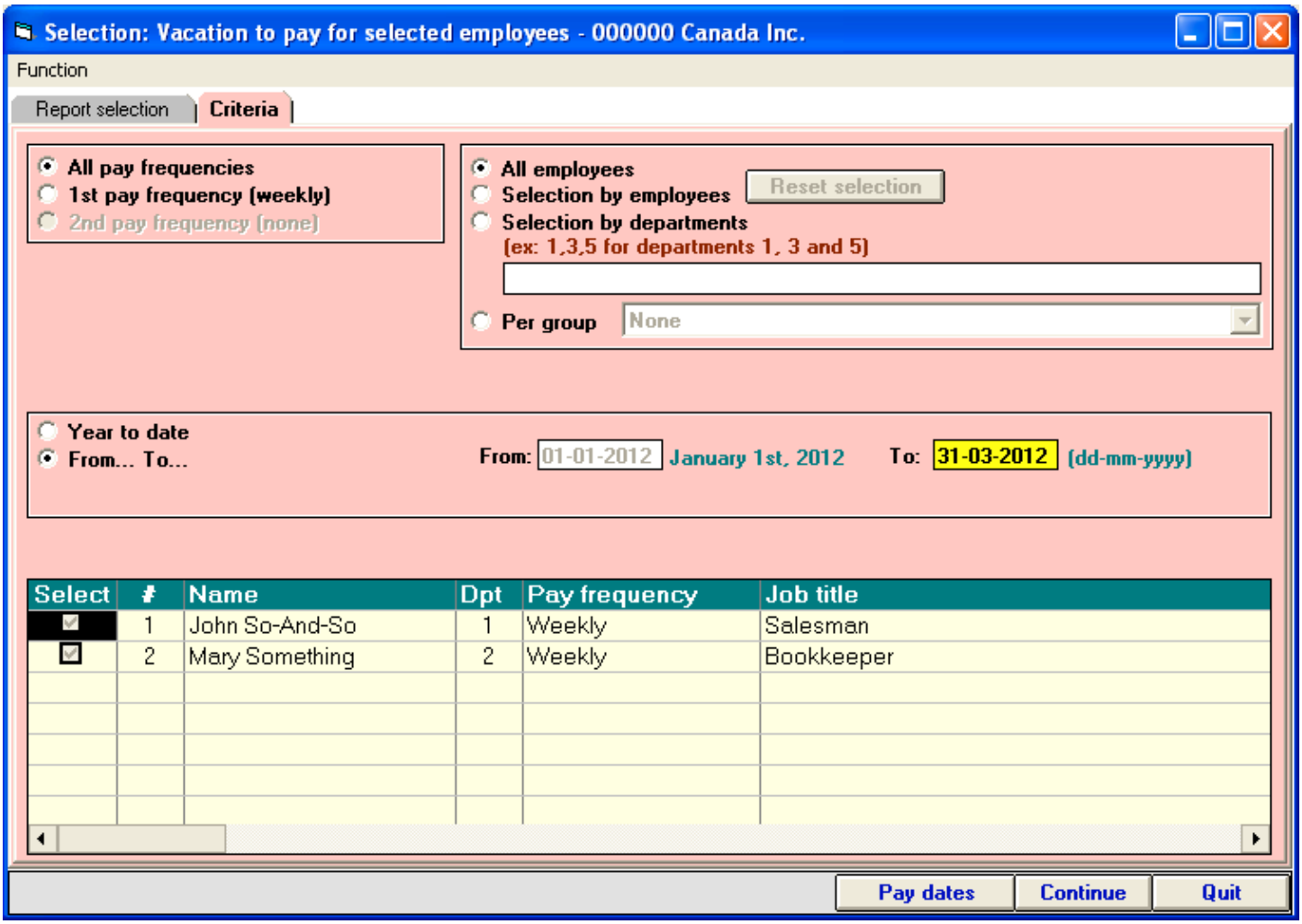
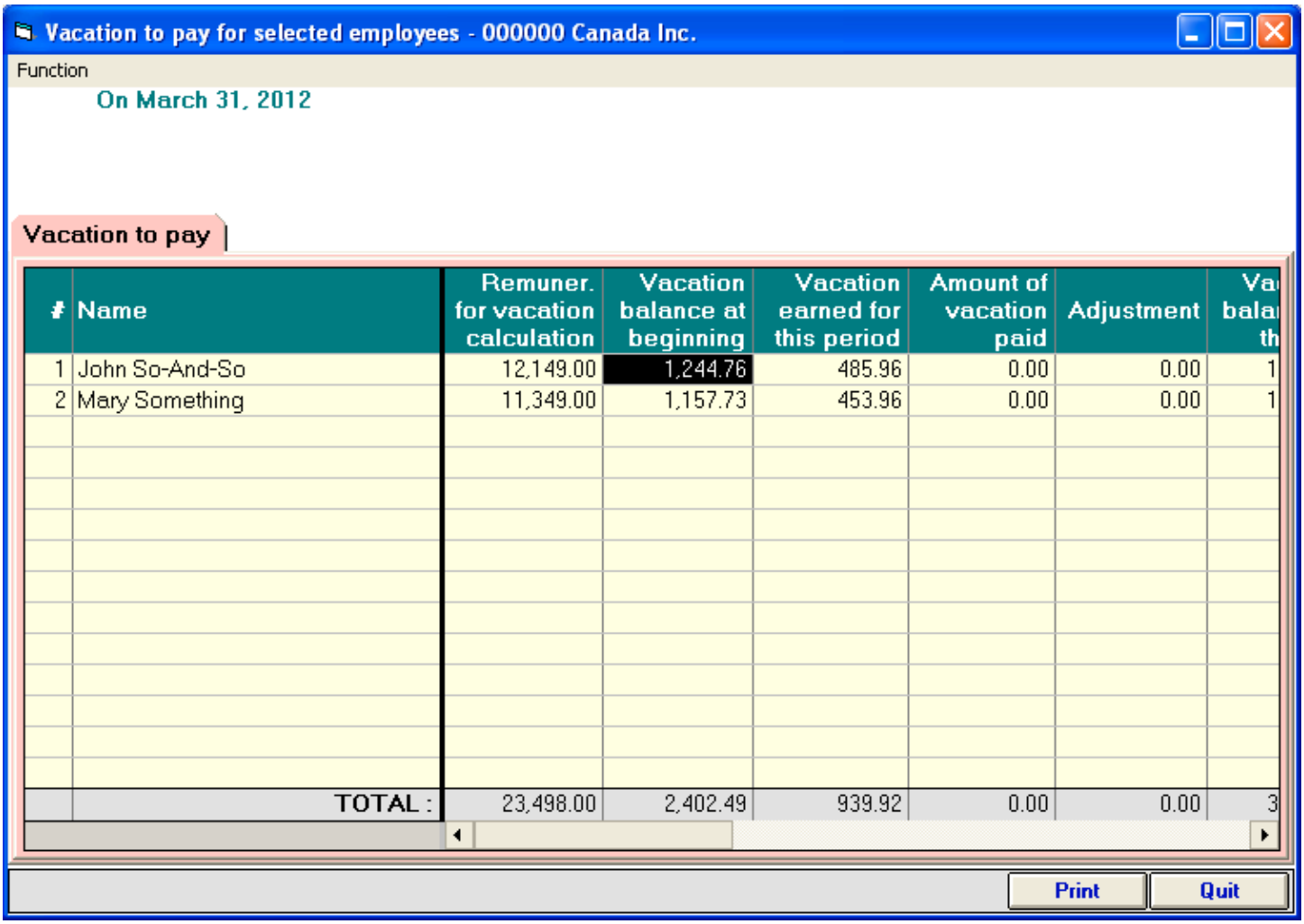


Figure 13.18:
Criteria for the *"Vacation to pay at a certain date for selected employees" report*



#	Name	Remuner. for vacation calculation	Vacation balance at beginning	Vacation earned for this period	Amount of vacation paid	Adjustment	Va bala th
1	John So-And-So	12,149.00	1,244.76	485.96	0.00	0.00	1
2	Mary Something	11,349.00	1,157.73	453.96	0.00	0.00	1
	TOTAL :	23,498.00	2,402.49	939.92	0.00	0.00	3

Figure 13.19:
First part of the *"Vacation to pay at a certain date for selected employees" report*

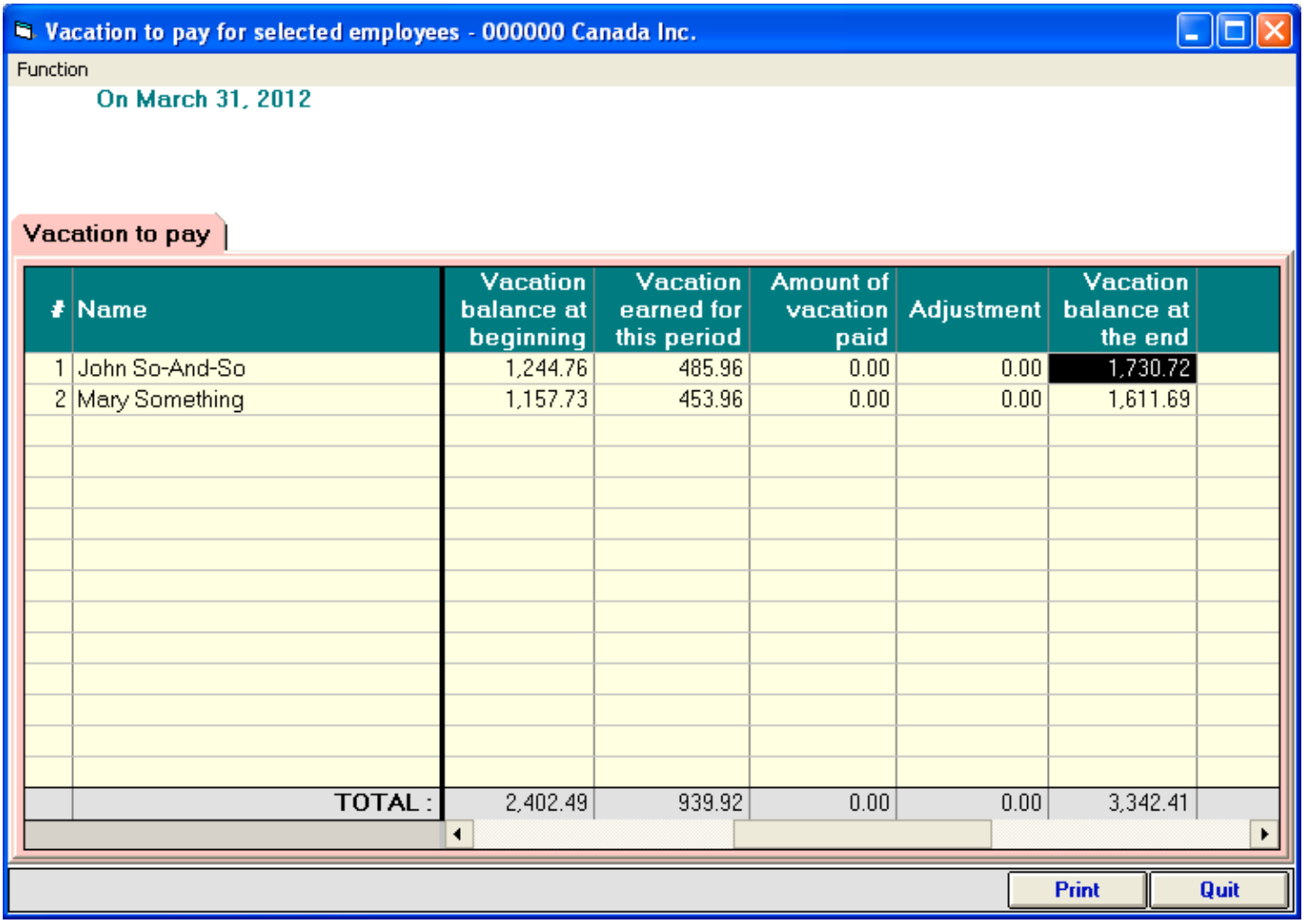

Vacation to pay for selected employees - 000000 Canada Inc.
Function
On March 31, 2012
Vacation to pay
Name Vacation balance at beginning Vacation earned for this period Amount of vacation paid Adjustment Vacation balance at the end
1 John So-And-So 1,244.76 485.96 0.00 0.00 1,730.72
2 Mary Something 1,157.73 453.96 0.00 0.00 1,611.69
TOTAL : 2,402.49 939.92 0.00 0.00 3,342.41
Print
Quit

Figure 13.20:
Second part of the *"Vacation to pay at a certain date for selected employees" report*

"Record of employment (ROE)"

This function aims to help you fill out the Record of Employment (ROE) form when an interruption of earnings occurs (the employee quits his job, is laid off or terminated, etc). It remains very important to refer to the law to correctly fill out this form. You can consult the government web site (**servicecanada.gc.ca),** in the "All Canadians" section, click on "Employment Insurance (EI) ", click on "Employment Insurance Information for Employers" and click on "How to complete the ROE form".

The ROE form must be filled out manually or electronically. However, VSPS enables you to print worksheet to help you fill out this form.

When you must fill out a ROE form, first, you have to go in the employee records ("Employees" icon of the VSPS main window) to enter the first day of work (even if this is several years ago). However, If a ROE form was ever issued for this employee, you must enter the first day worked after the last ROE form was filled out. In the employee record, you must also enter the last day of work.

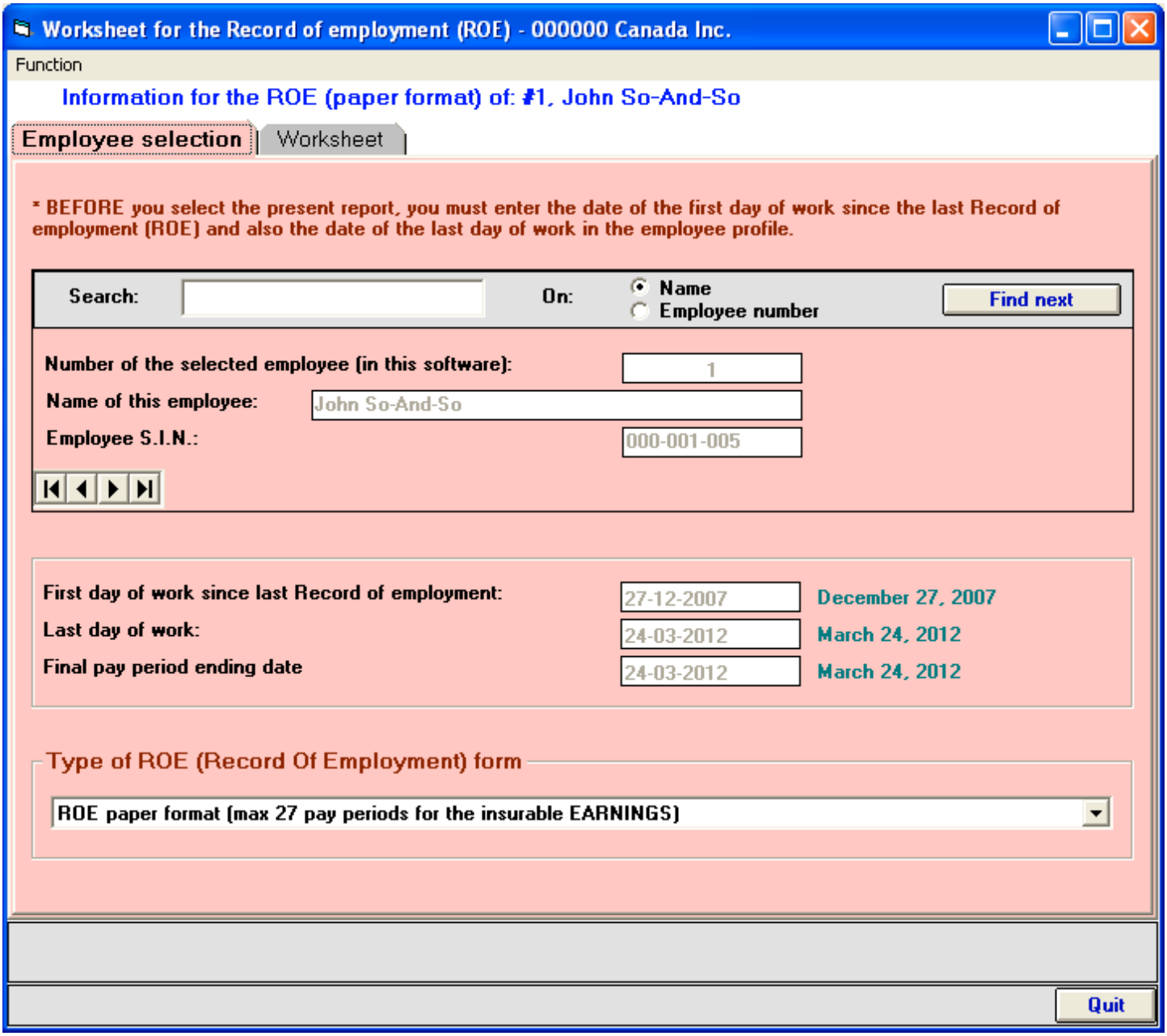

Worksheet for the Record of employment (ROE) - 000000 Canada Inc.
Function
Information for the ROE (paper format) of: #1, John So-And-So
Employee selection
Worksheet
* BEFORE you select the present report, you must enter the date of the first day of work since the last Record of employment (ROE) and also the date of the last day of work in the employee profile.
Search:
On:
Name
Employee number
Find next
Number of the selected employee (in this software):
1
Name of this employee:
John So-And-So
Employee S.I.N.:
000-001-005
First day of work since last Record of employment:
27-12-2007
December 27, 2007
Last day of work:
24-03-2012
March 24, 2012
Final pay period ending date
24-03-2012
March 24, 2012
Type of ROE (Record Of Employment) form
ROE paper format (max 27 pay periods for the insurable EARNINGS)
Quit

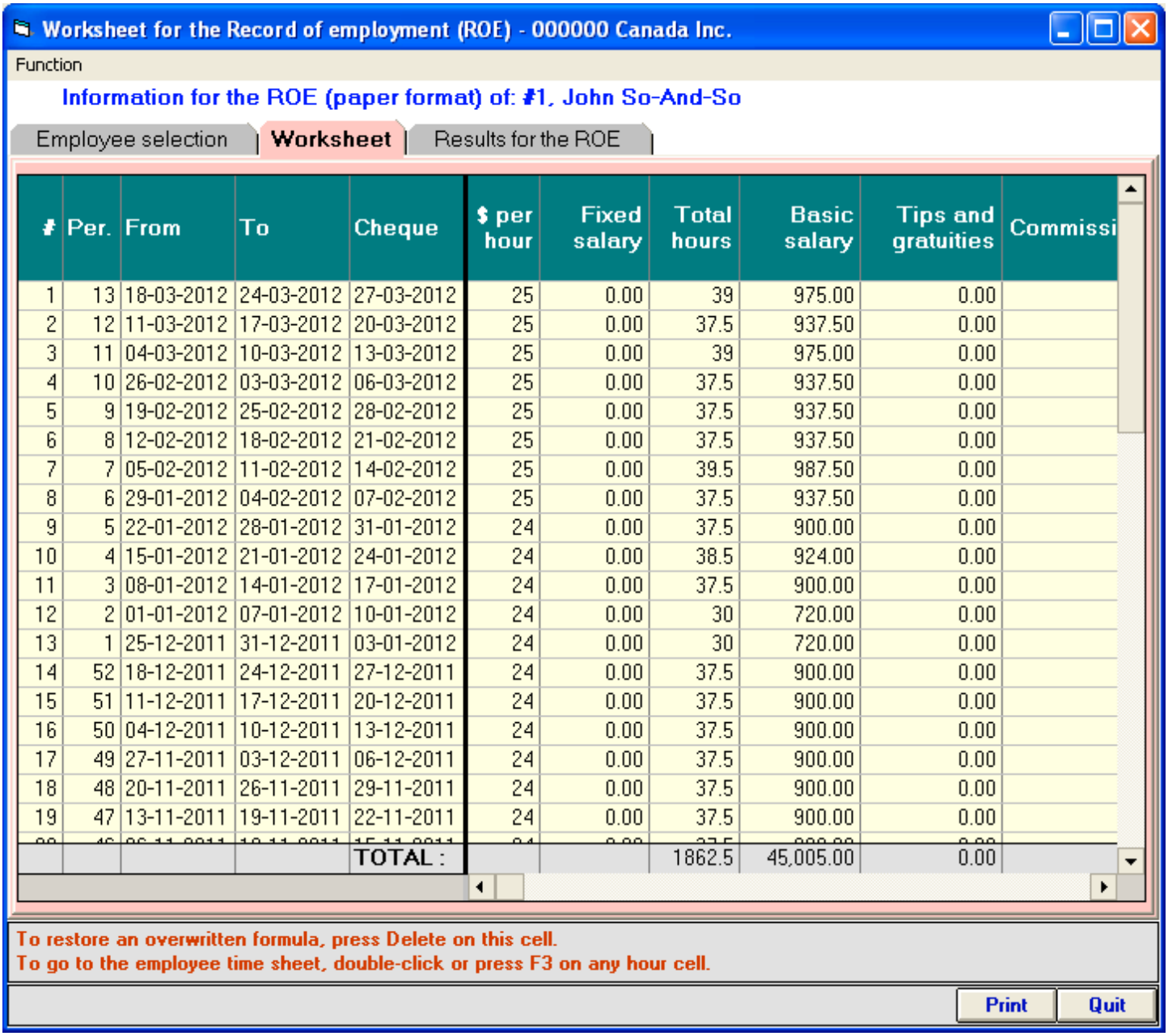
Figure 13.21: Selection for the "Record of employment (ROE)" report

If you used the VSPS software in the previous year, you must enter the directory where you installed VSPS last year (for example, C:\VSPS 2008). Let us recall that this information has to be registered in the business information window ("Company" icon of the VSPS main window).

When you choose the "Record of employment (ROE)" report, you must select the employee by typing the name in the search box. As soon as you begin to type, the program starts displaying employee names and certain information (S.I.N., first day of work since the last ROE, etc).

When you have selected the employee, you must click on the "Worksheet" tab. Then, for each of the pay periods to be included in the ROE report (if weekly, 53 last weeks, if by bi-weekly, 27 last pay periods, etc), the program displays the hourly rate, the hours worked, etc.

Note that, as required by the government, these pays are listed beginning by the most recent pay.


Worksheet for the Record of employment (ROE) - 000000 Canada Inc.
Function
Information for the ROE (paper format) of: #1, John So-And-So
Employee selection
Worksheet
Results for the ROE
To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.
Print
Quit

#	Per.	From	To	Cheque	$ per hour	Fixed salary	Total hours	Basic salary	Tips and gratuities	Commissi
1	13	18-03-2012	24-03-2012	27-03-2012	25	0.00	39	975.00	0.00	
2	12	11-03-2012	17-03-2012	20-03-2012	25	0.00	37.5	937.50	0.00	
3	11	04-03-2012	10-03-2012	13-03-2012	25	0.00	39	975.00	0.00	
4	10	26-02-2012	03-03-2012	06-03-2012	25	0.00	37.5	937.50	0.00	
5	9	19-02-2012	25-02-2012	28-02-2012	25	0.00	37.5	937.50	0.00	
6	8	12-02-2012	18-02-2012	21-02-2012	25	0.00	37.5	937.50	0.00	
7	7	05-02-2012	11-02-2012	14-02-2012	25	0.00	39.5	987.50	0.00	
8	6	29-01-2012	04-02-2012	07-02-2012	25	0.00	37.5	937.50	0.00	
9	5	22-01-2012	28-01-2012	31-01-2012	24	0.00	37.5	900.00	0.00	
10	4	15-01-2012	21-01-2012	24-01-2012	24	0.00	38.5	924.00	0.00	
11	3	08-01-2012	14-01-2012	17-01-2012	24	0.00	37.5	900.00	0.00	
12	2	01-01-2012	07-01-2012	10-01-2012	24	0.00	30	720.00	0.00	
13	1	25-12-2011	31-12-2011	03-01-2012	24	0.00	30	720.00	0.00	
14	52	18-12-2011	24-12-2011	27-12-2011	24	0.00	37.5	900.00	0.00	
15	51	11-12-2011	17-12-2011	20-12-2011	24	0.00	37.5	900.00	0.00	
16	50	04-12-2011	10-12-2011	13-12-2011	24	0.00	37.5	900.00	0.00	
17	49	27-11-2011	03-12-2011	06-12-2011	24	0.00	37.5	900.00	0.00	
18	48	20-11-2011	26-11-2011	29-11-2011	24	0.00	37.5	900.00	0.00	
19	47	13-11-2011	19-11-2011	22-11-2011	24	0.00	37.5	900.00	0.00	
				TOTAL :			1862.5	45,005.00	0.00	

Figure 13.22
First part of the ROE worksheet

Worksheet for the Record of employment (ROE) - 000000 Canada Inc.

Function

Information for the ROE (paper format) of: #1, John So-And-So

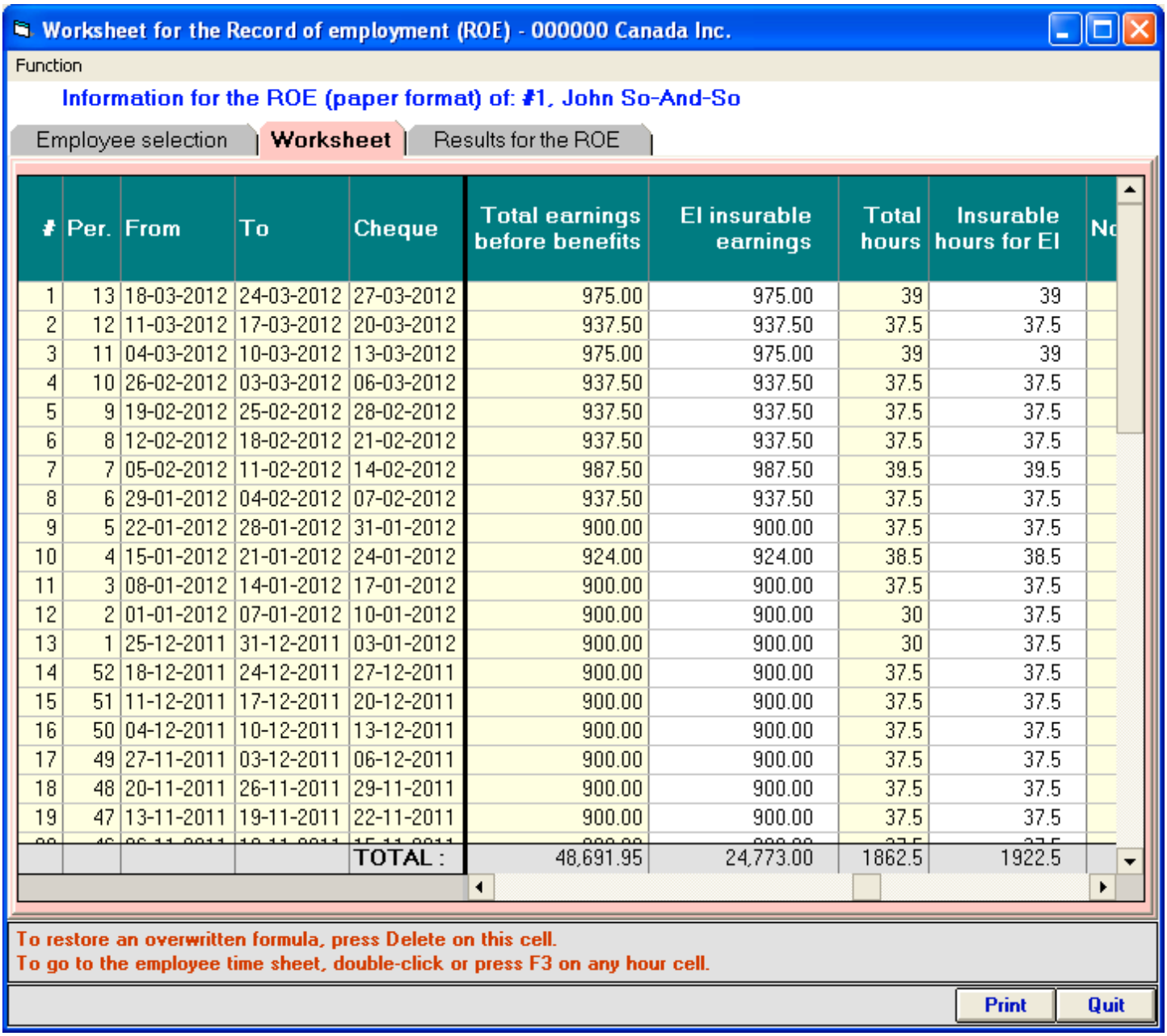
Employee selection | Worksheet | Results for the ROE

#	Per.	From	To	Cheque	Lump-sum or retroactive earnings	Other income 1	Other income 2	Vacation
1	13	18-03-2012	24-03-2012	27-03-2012	0.00	0.00	0.00	0.00
2	12	11-03-2012	17-03-2012	20-03-2012	0.00	0.00	0.00	0.00
3	11	04-03-2012	10-03-2012	13-03-2012	0.00	0.00	0.00	0.00
4	10	26-02-2012	03-03-2012	06-03-2012	0.00	0.00	0.00	0.00
5	9	19-02-2012	25-02-2012	28-02-2012	0.00	0.00	0.00	0.00
6	8	12-02-2012	18-02-2012	21-02-2012	0.00	0.00	0.00	0.00
7	7	05-02-2012	11-02-2012	14-02-2012	0.00	0.00	0.00	0.00
8	6	29-01-2012	04-02-2012	07-02-2012	0.00	0.00	0.00	0.00
9	5	22-01-2012	28-01-2012	31-01-2012	0.00	0.00	0.00	0.00
10	4	15-01-2012	21-01-2012	24-01-2012	0.00	0.00	0.00	0.00
11	3	08-01-2012	14-01-2012	17-01-2012	0.00	0.00	0.00	0.00
12	2	01-01-2012	07-01-2012	10-01-2012	0.00	180.00	0.00	0.00
13	1	25-12-2011	31-12-2011	03-01-2012	0.00	180.00	0.00	0.00
14	52	18-12-2011	24-12-2011	27-12-2011	0.00	0.00	0.00	0.00
15	51	11-12-2011	17-12-2011	20-12-2011	0.00	0.00	0.00	0.00
16	50	04-12-2011	10-12-2011	13-12-2011	0.00	0.00	0.00	0.00
17	49	27-11-2011	03-12-2011	06-12-2011	0.00	0.00	0.00	0.00
18	48	20-11-2011	26-11-2011	29-11-2011	0.00	0.00	0.00	0.00
19	47	13-11-2011	19-11-2011	22-11-2011	0.00	0.00	0.00	0.00
				TOTAL :	0.00	1,440.00	0.00	2,246.95

To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.

Print Quit

Figure 13.23:
Second part of the ROE worksheet


Worksheet for the Record of employment (ROE) - 000000 Canada Inc.
Function
Information for the ROE (paper format) of: #1, John So-And-So
Employee selection
Worksheet
Results for the ROE
To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.
Print
Quit

#	Per.	From	To	Cheque	Total earnings before benefits	EI insurable earnings	Total hours	Insurable hours for EI	No
1	13	18-03-2012	24-03-2012	27-03-2012	975.00	975.00	39	39	
2	12	11-03-2012	17-03-2012	20-03-2012	937.50	937.50	37.5	37.5	
3	11	04-03-2012	10-03-2012	13-03-2012	975.00	975.00	39	39	
4	10	26-02-2012	03-03-2012	06-03-2012	937.50	937.50	37.5	37.5	
5	9	19-02-2012	25-02-2012	28-02-2012	937.50	937.50	37.5	37.5	
6	8	12-02-2012	18-02-2012	21-02-2012	937.50	937.50	37.5	37.5	
7	7	05-02-2012	11-02-2012	14-02-2012	987.50	987.50	39.5	39.5	
8	6	29-01-2012	04-02-2012	07-02-2012	937.50	937.50	37.5	37.5	
9	5	22-01-2012	28-01-2012	31-01-2012	900.00	900.00	37.5	37.5	
10	4	15-01-2012	21-01-2012	24-01-2012	924.00	924.00	38.5	38.5	
11	3	08-01-2012	14-01-2012	17-01-2012	900.00	900.00	37.5	37.5	
12	2	01-01-2012	07-01-2012	10-01-2012	900.00	900.00	30	37.5	
13	1	25-12-2011	31-12-2011	03-01-2012	900.00	900.00	30	37.5	
14	52	18-12-2011	24-12-2011	27-12-2011	900.00	900.00	37.5	37.5	
15	51	11-12-2011	17-12-2011	20-12-2011	900.00	900.00	37.5	37.5	
16	50	04-12-2011	10-12-2011	13-12-2011	900.00	900.00	37.5	37.5	
17	49	27-11-2011	03-12-2011	06-12-2011	900.00	900.00	37.5	37.5	
18	48	20-11-2011	26-11-2011	29-11-2011	900.00	900.00	37.5	37.5	
19	47	13-11-2011	19-11-2011	22-11-2011	900.00	900.00	37.5	37.5	
				TOTAL :	48,691.95	24,773.00	1862.5	1922.5	

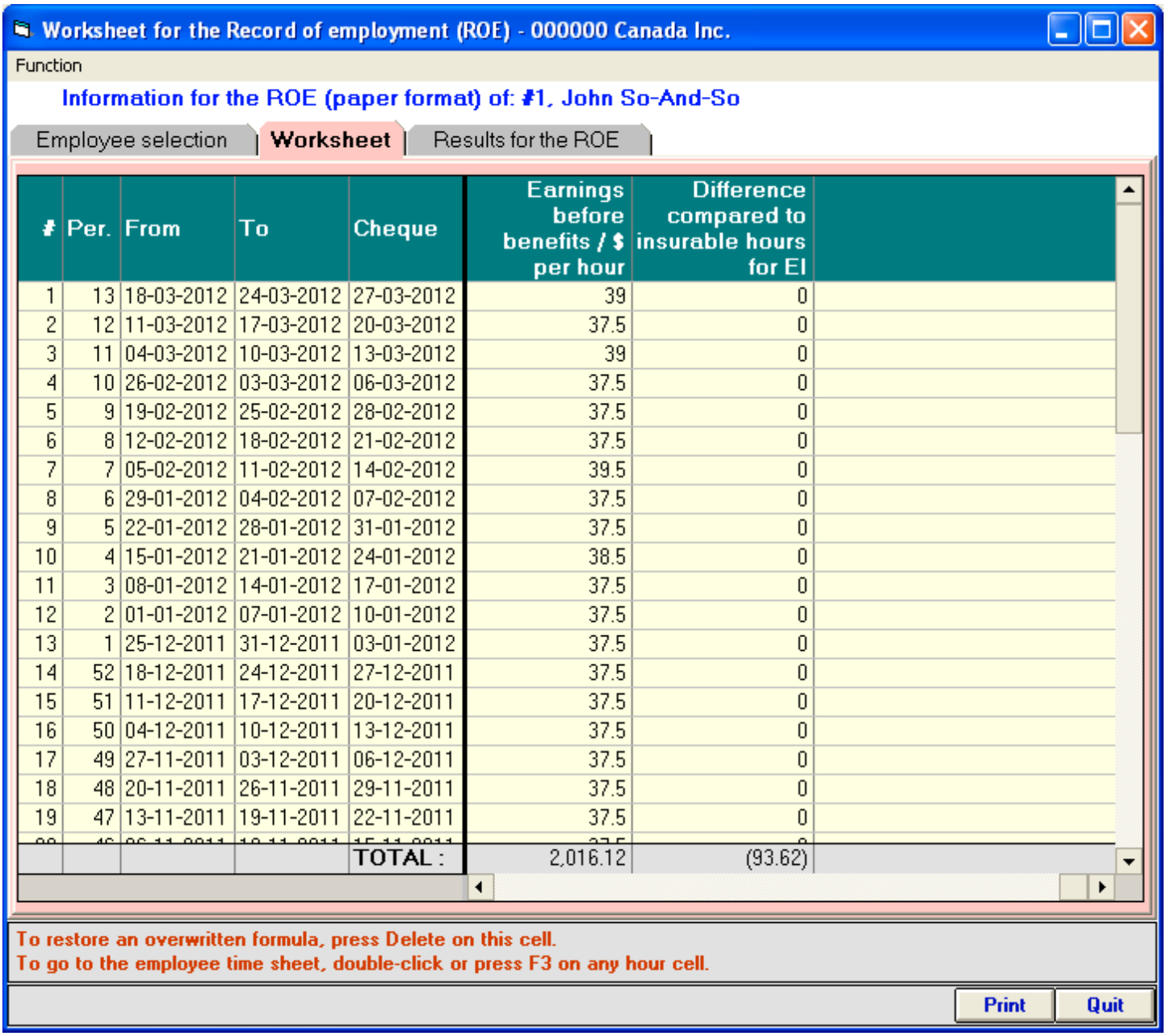
Figure 13.24:
Third part of the ROE worksheet

As we can see from the previous figure, in this worksheet, there are also columns for the insurable hours for EI and the EI insurable earnings. Note that you are allowed to modify amounts in these columns.

For example, if for a given pay period, an employee received an amount registered in the “Other income 1“ (statutory holiday, etc) column and that you forgot to add the equivalent in term of hours in the “Insurable hours for EI“ column, you can modify these hours in the ROE worksheet. This kind of change is only effective in the ROE worksheet. They do not affect the payroll database.

Moreover, for an employee paid by an hourly rate, the last two columns of the ROE worksheet are useful to help detect possible errors. In fact, in the “Earnings before benefits / $ per hour“ column, the program calculates the total earnings divided by the hourly rate, which is normally equivalent to the Insurable hours for EI. The last column displays the difference between this result and the Insurable hours for EI.

Nevertheless, if a difference appears in the last column, this does not necessarily mean that there is an error. For example, if an employee worked overtime hours at a higher rate than the regular rate, it is normal to obtain a difference in the last column. In other words, this column is to attract your attention to a particular situation that deserves to be verified in order to avoid errors.


Worksheet for the Record of employment (ROE) - 000000 Canada Inc.
Function
Information for the ROE (paper format) of: #1, John So-And-So
Employee selection
Worksheet
Results for the ROE
To restore an overwritten formula, press Delete on this cell.
To go to the employee time sheet, double-click or press F3 on any hour cell.
Print
Quit

#	Per.	From	To	Cheque	Earnings before benefits / $ per hour	Difference compared to insurable hours for EI
1	13	18-03-2012	24-03-2012	27-03-2012	39	0
2	12	11-03-2012	17-03-2012	20-03-2012	37.5	0
3	11	04-03-2012	10-03-2012	13-03-2012	39	0
4	10	26-02-2012	03-03-2012	06-03-2012	37.5	0
5	9	19-02-2012	25-02-2012	28-02-2012	37.5	0
6	8	12-02-2012	18-02-2012	21-02-2012	37.5	0
7	7	05-02-2012	11-02-2012	14-02-2012	39.5	0
8	6	29-01-2012	04-02-2012	07-02-2012	37.5	0
9	5	22-01-2012	28-01-2012	31-01-2012	37.5	0
10	4	15-01-2012	21-01-2012	24-01-2012	38.5	0
11	3	08-01-2012	14-01-2012	17-01-2012	37.5	0
12	2	01-01-2012	07-01-2012	10-01-2012	37.5	0
13	1	25-12-2011	31-12-2011	03-01-2012	37.5	0
14	52	18-12-2011	24-12-2011	27-12-2011	37.5	0
15	51	11-12-2011	17-12-2011	20-12-2011	37.5	0
16	50	04-12-2011	10-12-2011	13-12-2011	37.5	0
17	49	27-11-2011	03-12-2011	06-12-2011	37.5	0
18	48	20-11-2011	26-11-2011	29-11-2011	37.5	0
19	47	13-11-2011	19-11-2011	22-11-2011	37.5	0
				TOTAL :	2,016.12	(93.62)

Figure 13.25:
Last part of the ROE worksheet

Once the verification is done in the ROE worksheet (primarily for the insurable hours for EI and the EI insurable earnings), it is recommended to print this worksheet and to keep it for your records with a copy of the ROE.

The next step is to click on the “Results for the ROE“ tab. The program displays a report very similar the ROE form which makes it easy to fill out the official form.

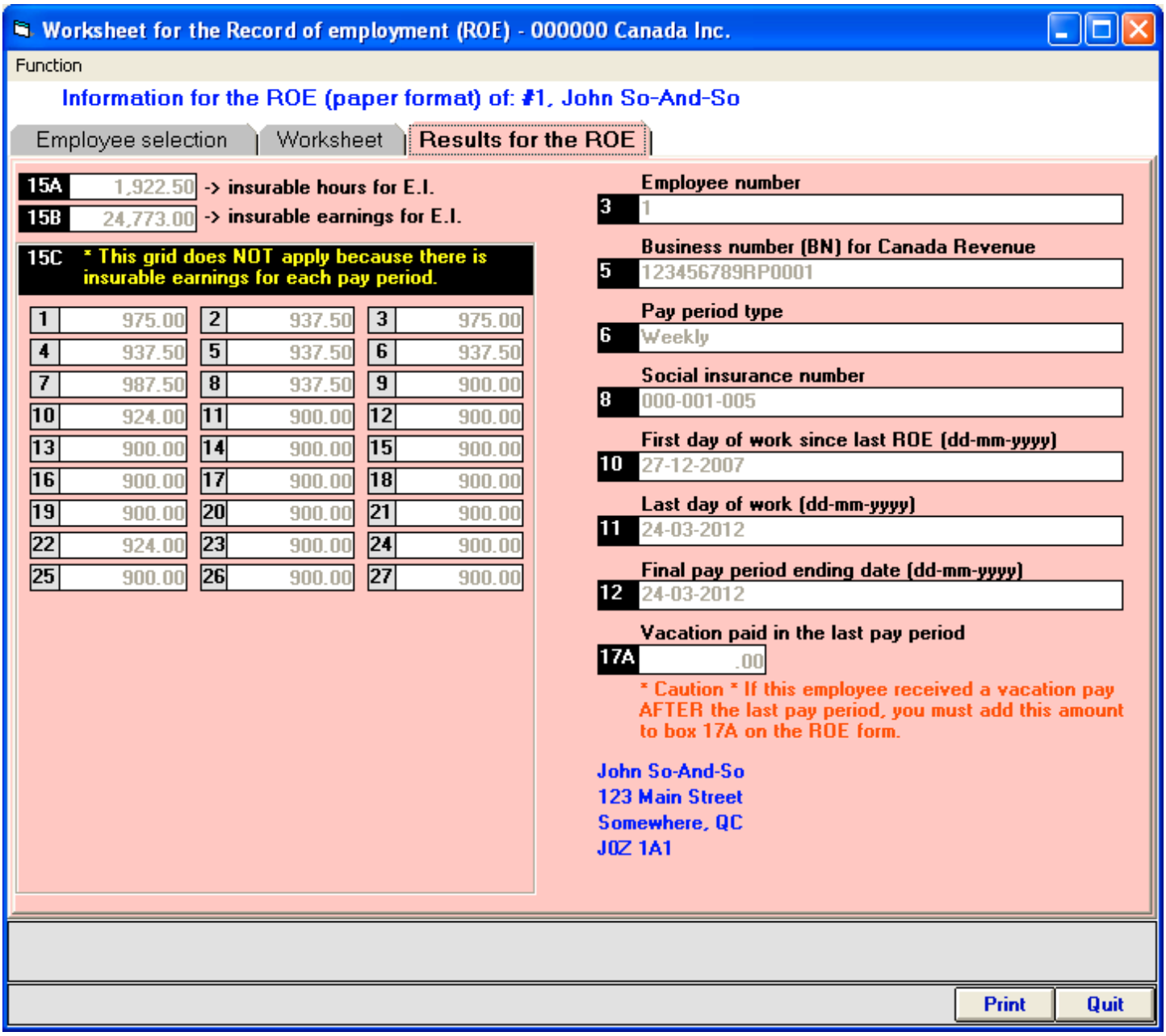

Worksheet for the Record of employment (ROE) - 000000 Canada Inc.
Function
Information for the ROE (paper format) of: #1, John So-And-So
Employee selection
Worksheet
Results for the ROE
15A 1,922.50 -> insurable hours for E.I.
15B 24,773.00 -> insurable earnings for E.I.
15C * This grid does NOT apply because there is insurable earnings for each pay period.
1 975.00 2 937.50 3 975.00
4 937.50 5 937.50 6 937.50
7 987.50 8 937.50 9 900.00
10 924.00 11 900.00 12 900.00
13 900.00 14 900.00 15 900.00
16 900.00 17 900.00 18 900.00
19 900.00 20 900.00 21 900.00
22 924.00 23 900.00 24 900.00
25 900.00 26 900.00 27 900.00
Employee number
3 1
Business number (BN) for Canada Revenue
5 123456789RP0001
Pay period type
6 Weekly
Social insurance number
8 000-001-005
First day of work since last ROE (dd-mm-yyyy)
10 27-12-2007
Last day of work (dd-mm-yyyy)
11 24-03-2012
Final pay period ending date (dd-mm-yyyy)
12 24-03-2012
Vacation paid in the last pay period
17A .00
* Caution * If this employee received a vacation pay AFTER the last pay period, you must add this amount to box 17A on the ROE form.
John So-And-So
123 Main Street
Somewhere, QC
J0Z 1A1
Print
Quit

Figure 13.26:
Results for the ROE form

"List of employees"

This function allows you to print a summary or detailed list of information for selected employees (name, address, telephone number, etc).

In the "Criteria" tab, by default, all the employees are selected for the report but you can also choose.

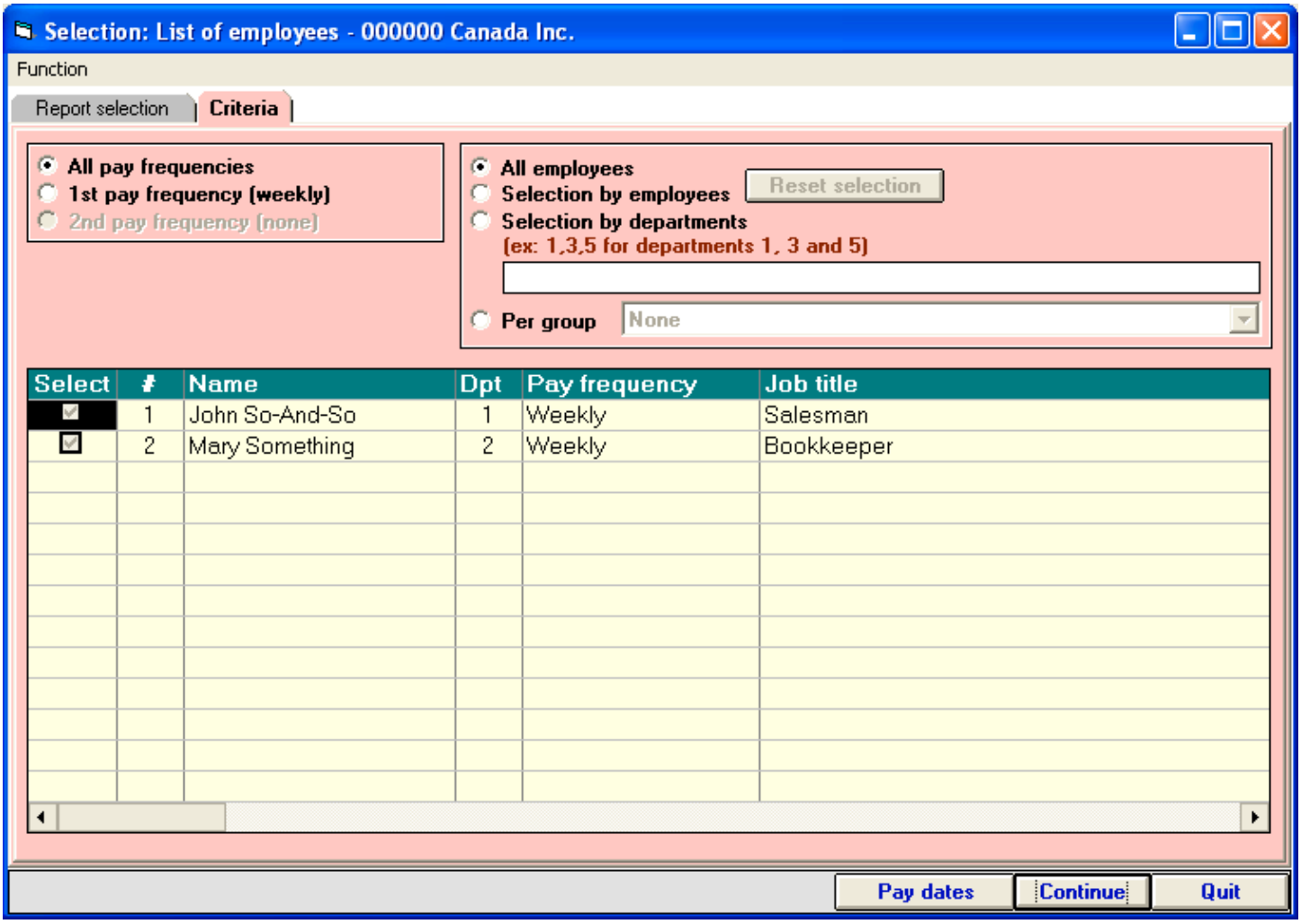


Figure 13.27:
Selection screen for the list of employees

When you click on the “Continue“ button, the print screen is displayed.

As we can see in the following figure, you can even export this information in a file (Excel, Word, etc).

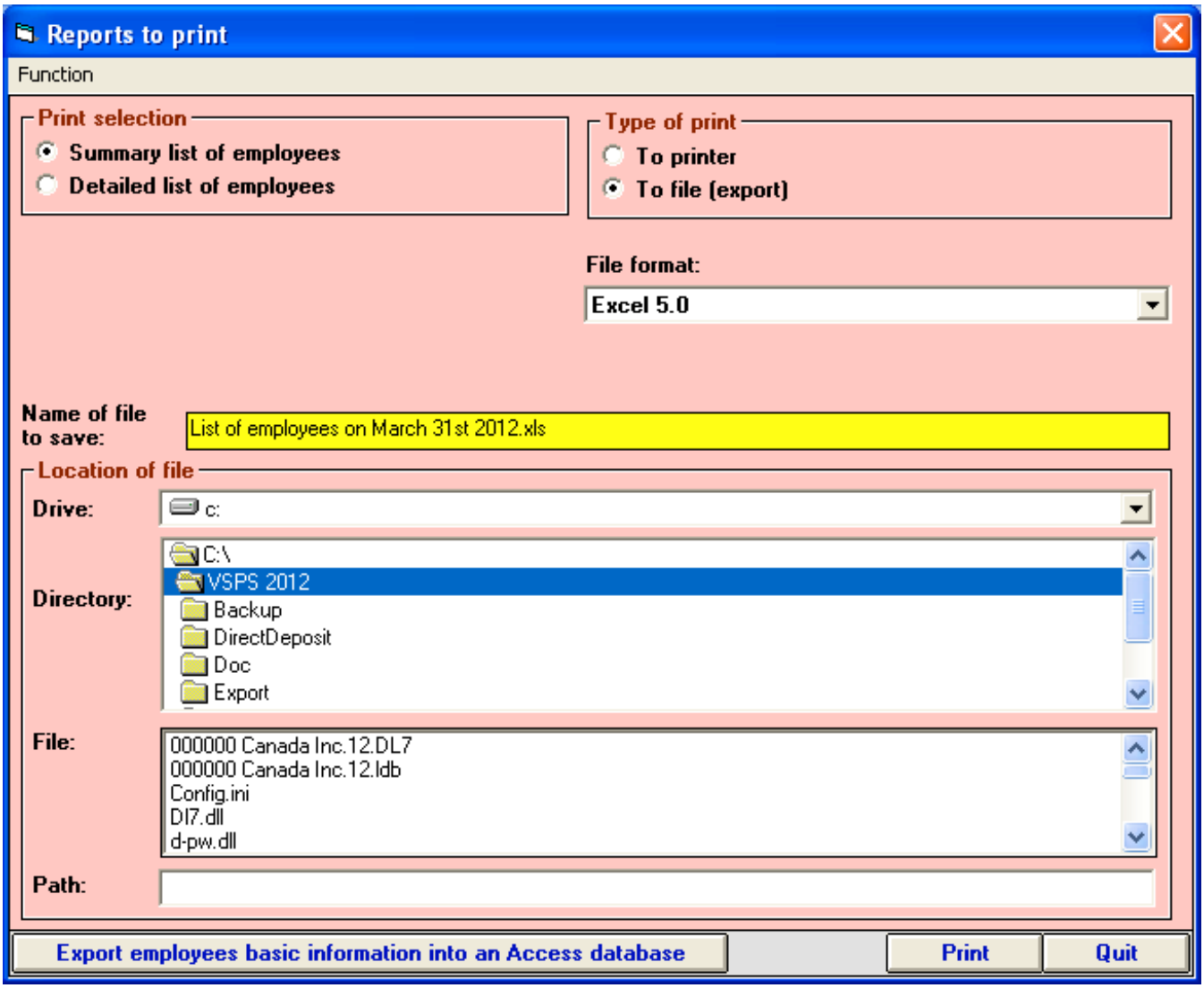


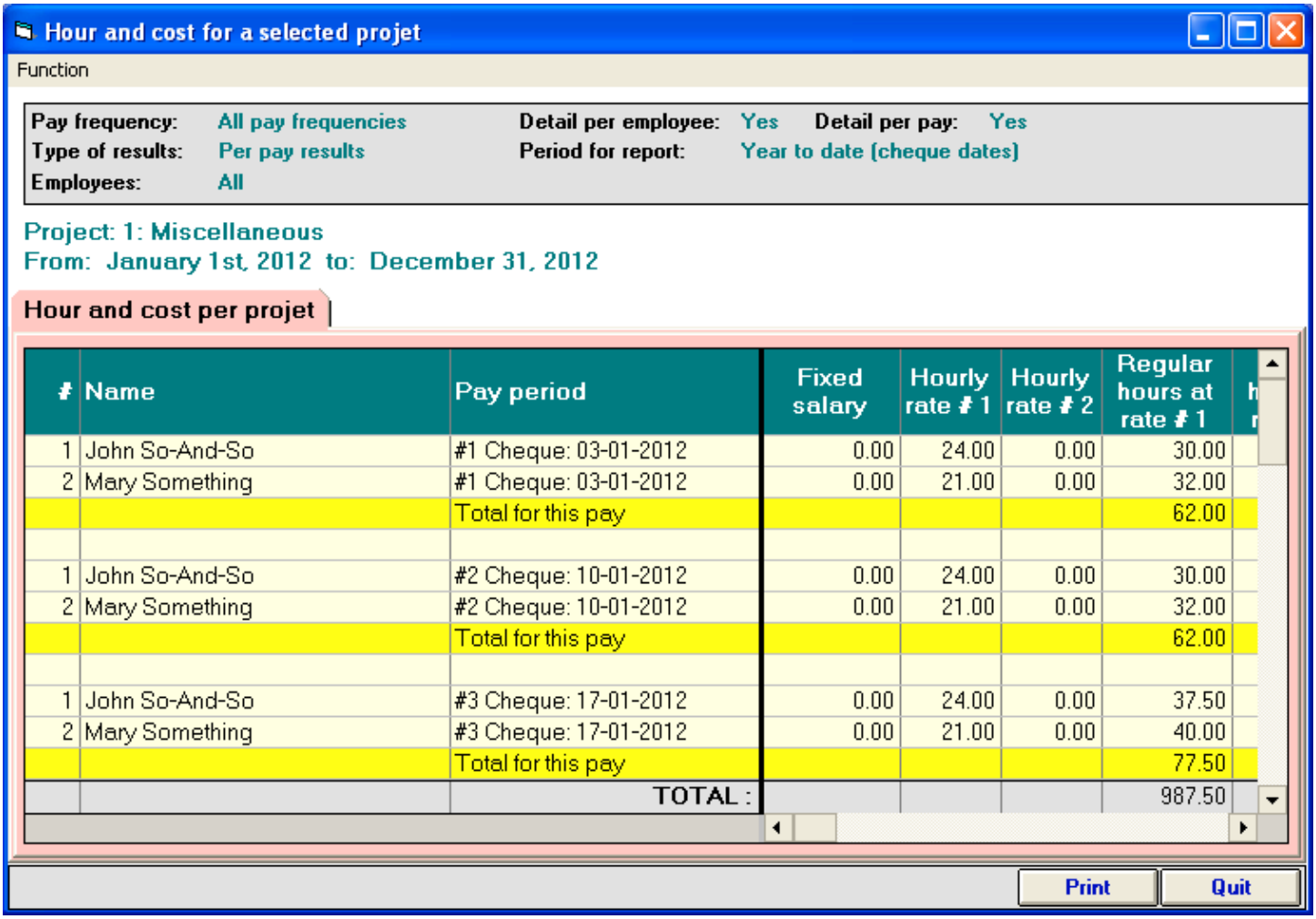
Figure 13.28:
Print screen for the list of employees

The “Export employees basic information into an Access database“ button enables you to create an Access database containing, for each of the selected employees, the name, address and other information (telephone number, date of birth, etc). This file is always saved in the VSPS folder (by default, C:\VSPS 2012). The file name is “Employees of “ followed by the business name and the file extension “.MDB“.

The main purpose of this file is to allow you to print labels with programs such as Microsoft Word, Label Pro, etc. This database can also be useful in other situations, like when you want to send a letter to your employees.

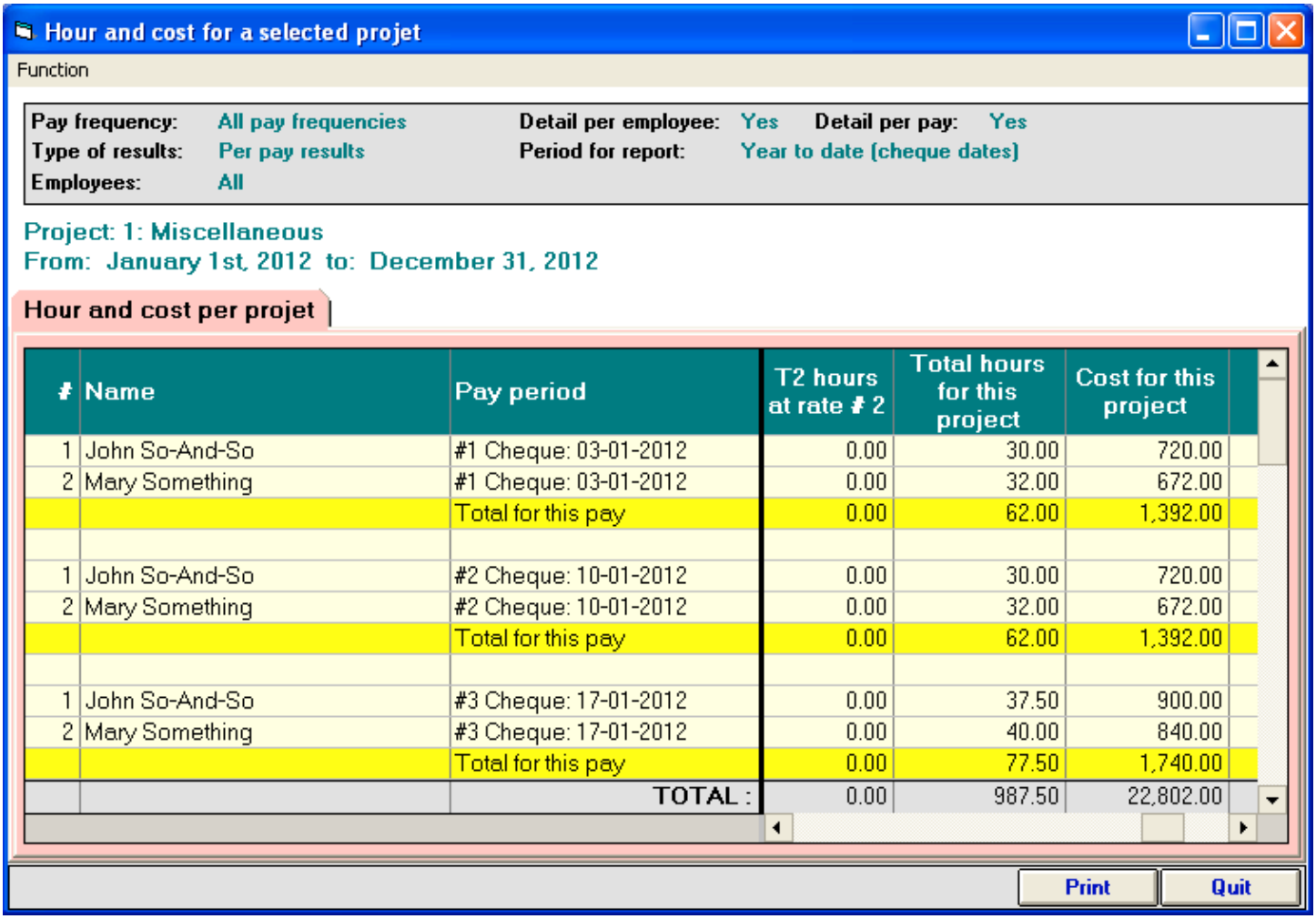
"Hour and cost report for a selected project"

In the time sheets, if you have attributed hours to specific activities (i.e.; research and development, training, etc), this report calculates hours and project costs for a given interval of time. You can apply criteria for this report such as the selected employees, the type of results, the interval of time, etc.


Hour and cost for a selected projet
Function
Pay frequency: All pay frequencies
Detail per employee: Yes
Detail per pay: Yes
Type of results: Per pay results
Period for report: Year to date (cheque dates)
Employees: All
Project: 1: Miscellaneous
From: January 1st, 2012 to: December 31, 2012
Hour and cost per projet
Print
Quit

#	Name	Pay period	Fixed salary	Hourly rate # 1	Hourly rate # 2	Regular hours at rate # 1
1	John So-And-So	#1 Cheque: 03-01-2012	0.00	24.00	0.00	30.00
2	Mary Something	#1 Cheque: 03-01-2012	0.00	21.00	0.00	32.00
		Total for this pay				62.00
1	John So-And-So	#2 Cheque: 10-01-2012	0.00	24.00	0.00	30.00
2	Mary Something	#2 Cheque: 10-01-2012	0.00	21.00	0.00	32.00
		Total for this pay				62.00
1	John So-And-So	#3 Cheque: 17-01-2012	0.00	24.00	0.00	37.50
2	Mary Something	#3 Cheque: 17-01-2012	0.00	21.00	0.00	40.00
		Total for this pay				77.50
		TOTAL :				987.50

Figure 13.29:
First part of the "Hour and cost report for a selected project"


Hour and cost for a selected projet
Function
Pay frequency: All pay frequencies
Detail per employee: Yes
Detail per pay: Yes
Type of results: Per pay results
Period for report: Year to date (cheque dates)
Employees: All
Project: 1: Miscellaneous
From: January 1st, 2012 to: December 31, 2012
Hour and cost per projet
Print
Quit

#	Name	Pay period	T2 hours at rate # 2	Total hours for this project	Cost for this project
1	John So-And-So	#1 Cheque: 03-01-2012	0.00	30.00	720.00
2	Mary Something	#1 Cheque: 03-01-2012	0.00	32.00	672.00
		Total for this pay	0.00	62.00	1,392.00
1	John So-And-So	#2 Cheque: 10-01-2012	0.00	30.00	720.00
2	Mary Something	#2 Cheque: 10-01-2012	0.00	32.00	672.00
		Total for this pay	0.00	62.00	1,392.00
1	John So-And-So	#3 Cheque: 17-01-2012	0.00	37.50	900.00
2	Mary Something	#3 Cheque: 17-01-2012	0.00	40.00	840.00
		Total for this pay	0.00	77.50	1,740.00
		TOTAL :	0.00	987.50	22,802.00

Figure 13.30:
Last part of the "Hour and cost report for a selected project"

14. *"Database" menu*

"Change password"

The use of a password is optional. However, since pay information is confidential, it is recommended to request a password to access the database.

The present function enables you to register or edit a password. If you wish, you can use a distinct password for each of the businesses that you process payrolls.

Note that if you ever forget your password, you must contact us. We can retrieve your password for you.

Finally, because a password protection is never foolproof, you should always restrict access to your payroll database.

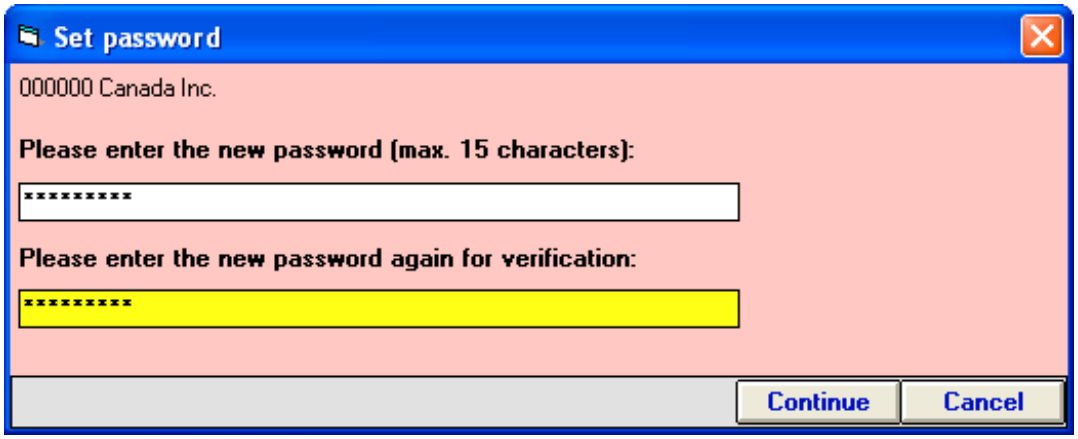


Figure 14.01:
Screen to register or edit a password

"Create a new database for next year (carry forward)"

This function not only creates a new payroll database but also transfers all required payroll information for the **next** year (employee records, cheque print configuration, vacation balance for each employee, GL account numbers, etc).

It is important to note that the program transfers information for all employees except the ones indicated as terminated in the employee files ("Employees" icon in the main window of the program). If an employee no longer works for the business but may come back to work eventually, you must select "No" in the box "Terminated".

This function is authorized only at the end of December. Of course, **it is important to select this procedure after you have posted the last pay of the year ("Post" button of the pay window). Another important issue is to be sure to use the last VSPS version (the one available at the end of December**. In fact, it is only at the end of the year that we know for sure what will be the necessary database structure for the next year. Remember that all VSPS upgrades during the year are free. **It is highly recommended to visit our web site (www.vsps123.com) regularly to be sure to use the most recent version.**

The new database creation does not affect the current database because it is a distinct file. You can do this operation as many times as you wish (i.e.; if you made changes in the payroll database of the current year) because the program will ask you every time if you want to replace the file.

By default, the new file is saved in the VSPS 2012 folder but you can use any other directory you want.

The name of the database is always composed of the business name followed by "13.DL7". For example, if the business name is "My company Inc.", the database name for 2013 will be "My company Inc.13.DL7".

When you will purchase your new 2013 license, we will send you a new control file (NAMES-13.TXT). This file will contain the coded name of every authorized business for VSPS 2013.

Then, you will have to install VSPS 2013 and copy the file NAMES-13.TXT in the VSPS 2013 folder (by default, C:\VSPS 2013). Finally, you will need to copy the new database(s) in the same folder.

"Compress database"

Over time, as you use it, the payroll database gets bigger which is normal because you constantly add information. Moreover, any database becomes fragmented over time. The present function rearranges how the database file is stored on disk. When complete, the compacted database has reclaimed wasted space and is usually smaller than the original. By compacting the database, optimal performance of the database application is ensured, and page corruptions due to hardware problems, power failures or surges, and so on are resolved.

For security purposes, this function is usually authorized only if you just started the VSPS program. For this reason, if you made certain operations and then try to compress the database, the following message could be displayed:

Error
Can not compress this database for the moment... Please quit the program, reload the program and select this operation immediately after.
OK

Figure 14.02:
Error message when the program denied the "Compress database" function

As indicated, in these circumstances, you must quit the VSPS program, restart VSPS and select the "Compress database" function again. If the program still denies compacting the database, this means that you must shut down your computer and restart it. Then, it will be possible to compress the database. Note that the payroll database can not be compressed by other software (Winzip, etc) because the database is encrypted.

"Repair database"

Even if this is rather rare, sometimes, database problems can occur for various reasons (power failures, surges, etc). The present function allows you to try repairing the database. A message is displayed whether or not this operation was successful. Note that when a database is repaired, it is also compressed.

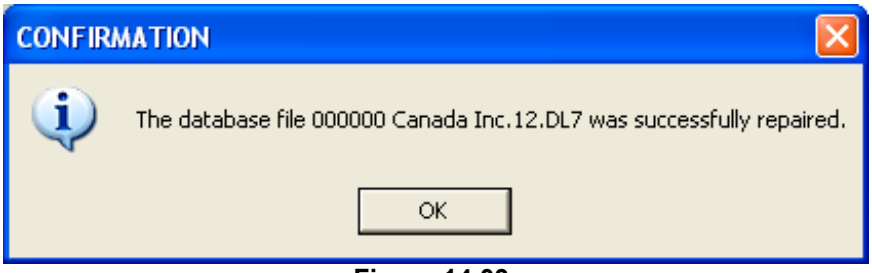


Figure 14.03:
Message displayed after a successful database repair

"Erase all data related to an employee"

Sometimes, an employer has created a new record in the employee records but this person changed his mind and never came to work for the company. The present function is used to delete all information related to a person in the payroll database.

For security purposes, if the payroll database contains at least one pay for this person, the VSPS program denies this operation to avoid possible errors. Nevertheless, if for a certain reason, you wish to erase all data concerning an employee even if you registered payroll data for this employee (i.e.; if you registered this employee in the wrong company), you can still do it. To proceed, you have to select, in the report selection, "List of all pays with possibility to erase cancelled pays" and erase every pay for this employee. Then, it will become possible to use the present function to erase all information related to this employee.

"Replace an employee number by the one he had in the previous year"

This function is used in a very specific situation. Let us recall that when you select the "Create a new database for next year (carry forward)" function, the program transfers information for all employees except the ones indicated as terminated in the employee records ("Employees" icon in the main window of the program).

When a former employee, terminated in the year before, comes back to work but, in the previous year, you have indicated, in the employee record, that he was terminated, the payroll database of the current year does not contain any information for this employee. For this reason, you must recreate an employee record for this person. Since the employee numbers are attributed by the program, this former employee will receive a different employee number (higher than the previous one because the program increments the number each time a new employee record is created).

For some VSPS reports, it is very important that an employee preserves the same employee number from one year to the other. For example, with the ROE report, the program often needs to consider payroll results of the previous year. Note that when searching payroll results for an employee, VSPS always proceeds with the employee number. In other words, if the employee number differs from the one used in the previous year, the program will be unable to consider the payroll results of the previous year for this employee.

To remedy this situation, the present function allows you to replace the employee number by the one he had in the year before.

"Delete the current pay table in the database and create a new one"

This function must be used only if you call the technical support and an agent is recommending you to erase the pay table.

The present function erases the pay table in the database and creates a new one. In these circumstances, most of the times, all the data entered for the current pay period in the pay window are lost. However, other sections of the database are not affected by this operation (all the pays you posted in the database, employee records, etc).

15. What to do when:

You hire a new employee

A new employee record must be created. To do so, in the VSPS main window, click on the "Employees" icon. Once in this screen, you have to click on the "New employee" button and enter the information related to this employee.

In the employee record window, you will notice that there are many tabs ("Basic", "Incomes", "Benefits", "Deduct.", etc), each being a distinct section of the employee record.

It is always recommended to take the time to revise all information entered, in particular, the name, the date of birth, the Social Insurance Number (SIN) and the vacation rate.

For more details on the employee records, please refer to chapter 7.

You want to modify the salary or the vacation rate for an employee

In the employee records, you must select the "Incomes" tab. In this screen, among other things, there is the effective remuneration at the beginning of the year. **When the fixed salary or the hourly rate changes, you must not modify these amounts in this screen. You must rather click on the "Modify" button to access the employee's record addendum to enter the new amount to be paid**.

In this addendum, when you change the fixed salary or the hourly rate, you have to indicate the effective date this modification takes effect. It is important to note that, with the VSPS program, **you must enter the cheque date**. For example, if an employee receives a pay raise effective June 1st, you must enter the cheque date of the pay period that includes June 1st. In other words, a salary change is always effective from the beginning of a pay period. To help you determine the cheque date to enter, the "Pay dates" button allows you to view the details for every pay period (beginning of the pay period, end of the pay period and cheque date).

If the salary change does not occur at the beginning of a pay period, you can proceed in different manners. Let us take the following example. During a pay period, an employee worked 16 hours at $10.00 per hour and 24 hours at a new hourly rate of $11.00. To calculate his pay, the simplest way is to enter an amount of $24.00 in the "Other income 1" column of the pay window (only the amount of the raise) and register the new hourly rate effective from the cheque date of the next pay period. Another way is to use an average hourly rate of $10.60. Finally, you could also proceed with Rate 1 and Rate 2 of the time sheet.

Concerning the vacation rate, because this rate can change during the year, a box is reserved for any vacation rate modification. **It is important to note that you must not enter the new rate in "Rate 1" field** because this field is used for the vacation rate effective at the beginning of the year. As indicated in the screen, you must enter the new vacation rate in "Rate 2" box and enter the cheque date of the pay period that includes this change.

You have to pay an amount for a statutory holiday

In Canada, workers are entitled to an indemnity or a compensatory leave for each of the statutory holidays (New Year's day, Christmas Day, etc). For example, in Quebec, according to the « Commission des normes du travail » (**www.cnt.gouv.qc.ca**) , usually, the compensation to pay to an employee is 1/20 of the wages earned during the four complete weeks of pay preceding the week of the holiday, **excluding overtime**. However, it is essential to consult the laws in effect in your province to be sure to calculate properly the amounts to pay.

With the VSPS program, when you want to pay an amount for a statutory holiday to an employee, you can proceed in different ways.

If the employee is remunerated on an hourly rate and you are using the VSPS time sheet, you can enter the hours paid for this statutory holiday in the "Adjustment (hours)" column and write a note in the following column to describe the holiday.

However, some employers prefer that this kind of payment be displayed distinctly in the pay report. To do so, they calculate the gross amount to pay for the statutory holiday and enter this amount in the "Other income 1" column of the pay window. Then, it is preferable to explain the calculation in the "Notes" column of the pay window (i.e.; "8 hours paid for Christmas Day"). With this method, it is important to not forget to modify the "Insurable hours for E.I." to include the hours related to the statutory holiday. In these circumstances, a red star appears indicating that this is an overwritten cell.

You have to pay an amount for annual vacation

Normally, an employee is entitled to a vacation each year. For example, in Quebec, the entitlement to a vacation is acquired during a period of 12 consecutive months. Known as the "reference year", this period extends from May 1st to April 30th. The length of vacation and the indemnity are established based on the employee's period of uninterrupted service. Prior to the start of his vacation, the employee must receive his annual vacation indemnity. This amount must be equal to 4% (or 6% if the employee has 5 years or more of uninterrupted service) of the gross annual wages earned by the employee during the reference year. In other provinces, an employer can choose the common anniversary date for vacation (similar to the "reference year" in Quebec).

Obviously, to be sure to properly calculate the indemnity and the duration of vacation, you should consult the applicable laws in your province. **For example, in Quebec, you can visit the « Commission des normes du travail » web site (www.cnt.gouv.qc.ca)**.

With the VSPS software, to establish the amounts of annual vacation to pay, first, you have to click on the “Reports“ icon. In the report selection, choose “Vacation to pay at a certain date for selected employees “ and click on the “Criteria“ tab.

As we can see in the following figure, in this screen, once you have selected the employees, you must click on “From… to…“ and enter the **cheque** date of the pay period that includes the end date of the reference year.

Remember that in order to help you to find the cheque date to enter, the ”Pay dates” button enables you to consult, for each of the pay periods, the beginning date, the end date and the cheque date.

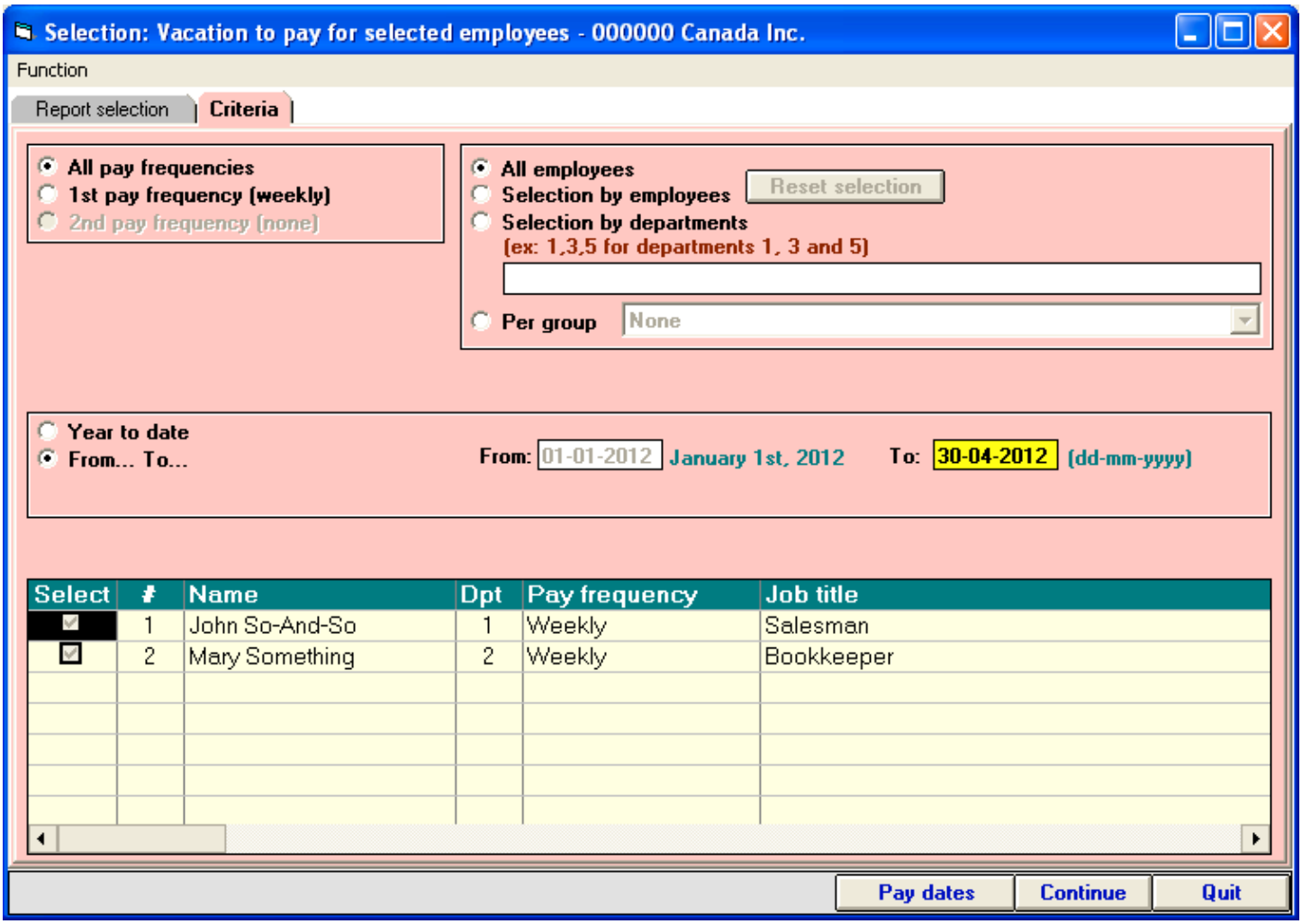


Figure 15.01:
Criteria for the “Vacation to pay at a certain date for selected employees” report

As you click the “Continue“ button, the program displays the annual vacation to pay for each employee.

Sometimes, an employee asks the employer how his annual vacation indemnity was calculated. With VSPS, it is easy to answer this kind of question. In the report selection, you have to choose “Detailed vacation to pay to an employee“. For more information, please refer to chapter 13.

In the pay window, when you have to register an amount as an annual vacation indemnity, it remains very important to enter this amount in the “Vacation“ column to ensure that the program subtracts this amount from the vacation balance of this employee.

Besides, when you pay a vacation amount, especially if this amount is paid at the same time as the regular remuneration, the income tax deduction is often much higher than normal. As explained in the following figure, to reduce the fiscal impact, in these circumstances, VSPS offers an option to establish the income tax amount based on the fact that this remuneration is received for more than one pay period. In fact, as soon as you begin entering an amount in the “Vacation“ column, the following screen is displayed.

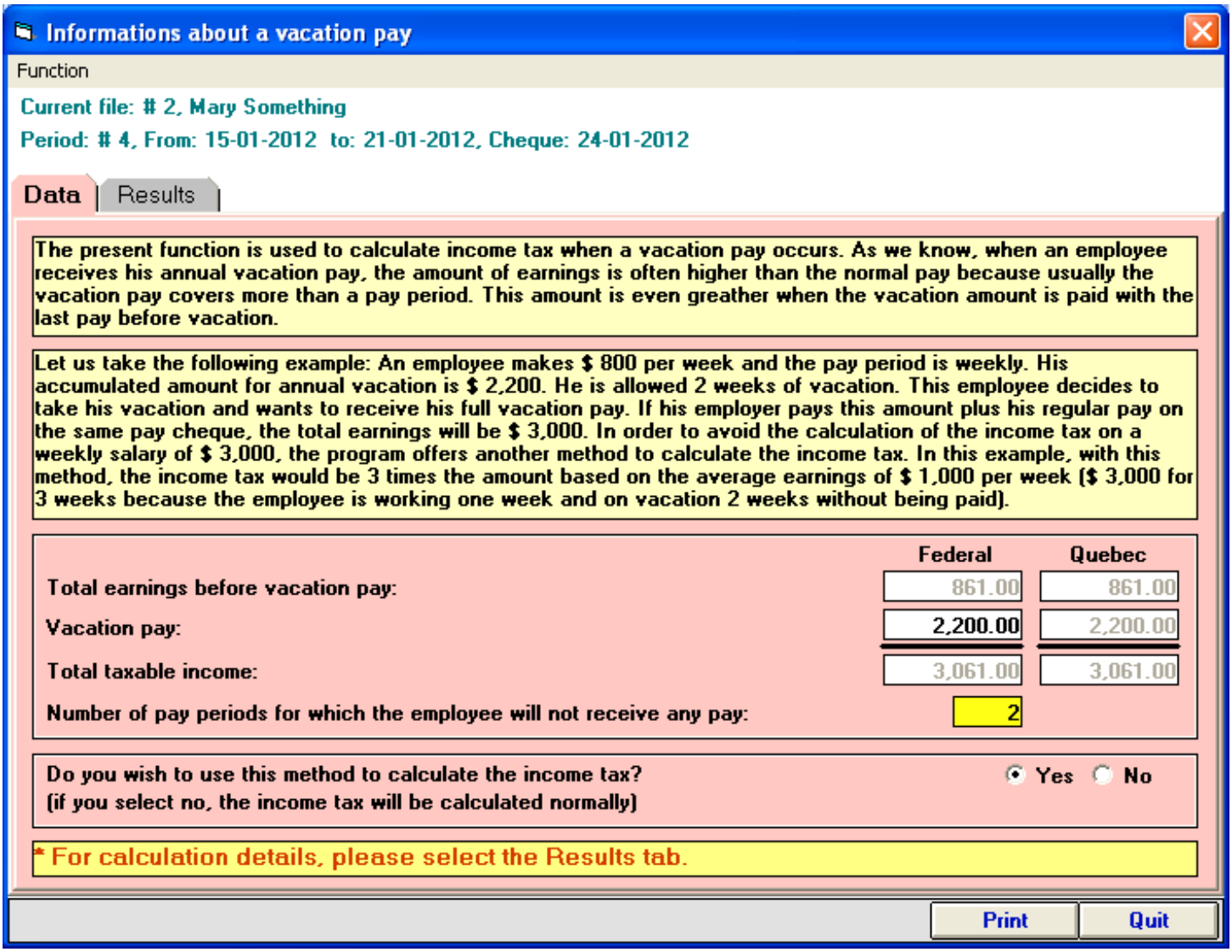

Informations about a vacation pay
Function
Current file: # 2, Mary Something
Period: # 4, From: 15-01-2012 to: 21-01-2012, Cheque: 24-01-2012
Data
Results
The present function is used to calculate income tax when a vacation pay occurs. As we know, when an employee receives his annual vacation pay, the amount of earnings is often higher than the normal pay because usually the vacation pay covers more than a pay period. This amount is even greather when the vacation amount is paid with the last pay before vacation.
Let us take the following example: An employee makes $ 800 per week and the pay period is weekly. His accumulated amount for annual vacation is $ 2,200. He is allowed 2 weeks of vacation. This employee decides to take his vacation and wants to receive his full vacation pay. If his employer pays this amount plus his regular pay on the same pay cheque, the total earnings will be $ 3,000. In order to avoid the calculation of the income tax on a weekly salary of $ 3,000, the program offers another method to calculate the income tax. In this example, with this method, the income tax would be 3 times the amount based on the average earnings of $ 1,000 per week ($ 3,000 for 3 weeks because the employee is working one week and on vacation 2 weeks without being paid).
Federal
Quebec
Total earnings before vacation pay:
861.00
861.00
Vacation pay:
2,200.00
2,200.00
Total taxable income:
3,061.00
3,061.00
Number of pay periods for which the employee will not receive any pay:
2
Do you wish to use this method to calculate the income tax?
(if you select no, the income tax will be calculated normally)
Yes
No
* For calculation details, please select the Results tab.
Print
Quit

Figure 16.01:
Data entry screen to register a vacation amount

If you select the method based on the average remuneration, the “Results“ tab will allow you to see some information on the income tax calculation. Also, the difference between the two income tax calculation methods will be shown.

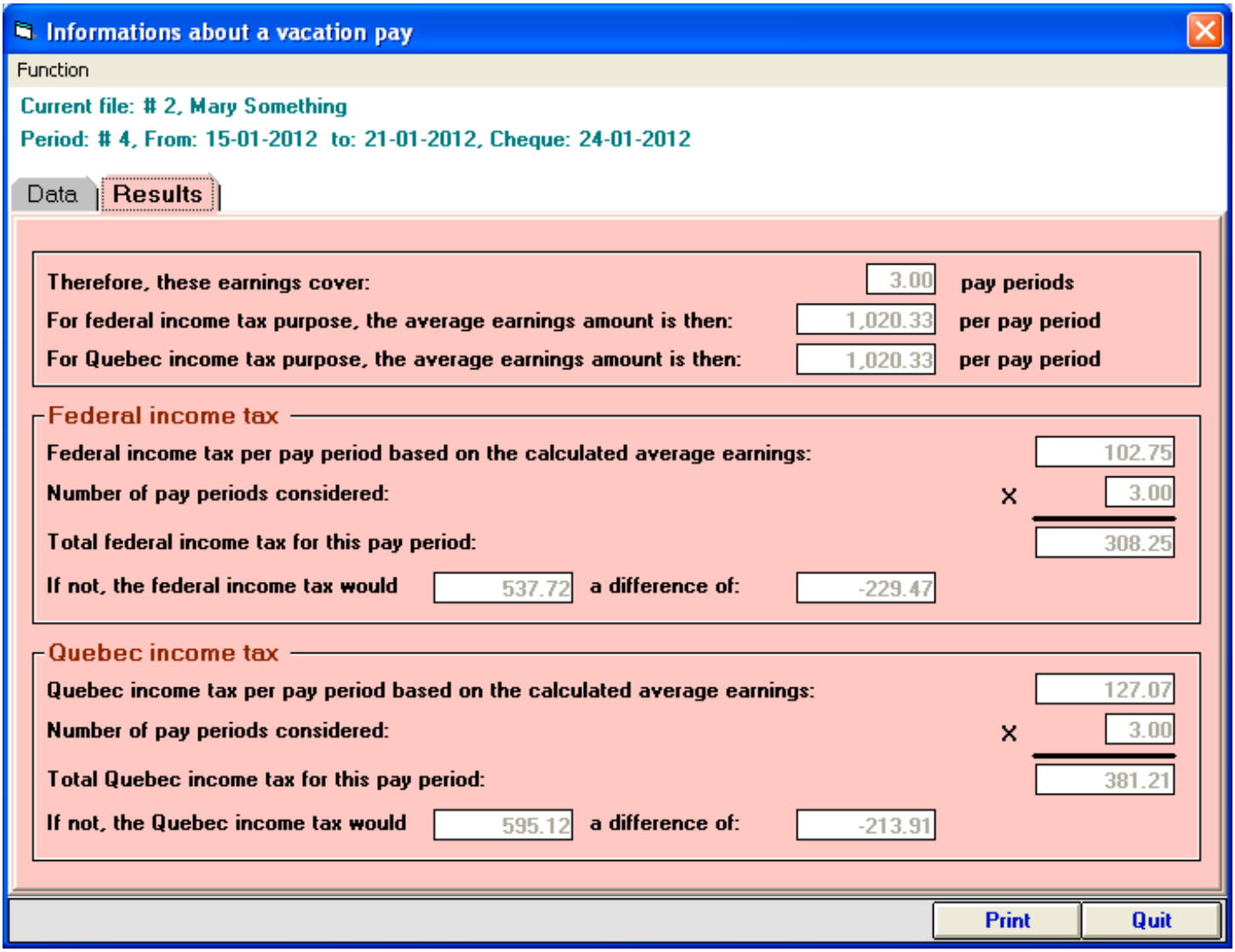

Informations about a vacation pay
Function
Current file: # 2, Mary Something
Period: # 4, From: 15-01-2012 to: 21-01-2012, Cheque: 24-01-2012
Data
Results
Therefore, these earnings cover: 3.00 pay periods
For federal income tax purpose, the average earnings amount is then: 1,020.33 per pay period
For Quebec income tax purpose, the average earnings amount is then: 1,020.33 per pay period
Federal income tax
Federal income tax per pay period based on the calculated average earnings: 102.75
Number of pay periods considered: x 3.00
Total federal income tax for this pay period: 308.25
If not, the federal income tax would 537.72 a difference of: -229.47
Quebec income tax
Quebec income tax per pay period based on the calculated average earnings: 127.07
Number of pay periods considered: x 3.00
Total Quebec income tax for this pay period: 381.21
If not, the Quebec income tax would 595.12 a difference of: -213.91
Print
Quit

Figure 16.02:
The “Results“ tab when paying vacation and using the average remuneration method for income tax calculation

You must correct a pay

If you wish to make a correction in the **current** pay period, you simply have to click on the “Pay“ icon and enter the desired changes. **Do not forget to click on the “Post“ button to save your modifications in the payroll database**. Remember that you can post your data as many times as you want. Each time, all data is updated (replaced) for this pay period.

When you make a correction, you are allowed to issue new pay cheques and reprint the pay reports (summary report, detailed earnings, etc). If necessary, you can create a new payroll journal entries file. Furthermore, if you already imported journal entries for this pay period in your accounting system, you have to reverse these journal entries. If you are not familiar with the procedure, please consult chapter 11.

If you need to correct a previous pay, the procedure is somewhat different. First, in the main VSPS window, you must click on the “Reports“ icon. Then, you have to select “Previous pays with corrections allowed” and click the ”Continue” button. Entering in this report, the program always displays the first pay period. To advance to the desired period, you must click on the pay period scrollbar and click the “Confirm“ button.

The next step is to click on the ”Select.” box for each employee you wish to make a pay correction. Then you have to click the ”Edit” button. As you do, the program displays the pay window. However, in this screen, only the selected employees appear. You can then make the modifications and even print new cheques. **Remember that, once the modifications are done, you must click on the ”Post” button to save your new changes in the payroll database**.

Following your modifications, it is important to quit the pay window to return to the “Previous pays with corrections allowed” report. After selecting the pay period, you can reprint the pay reports (summary report, detailed earnings, etc) and create a new payroll journal entries file. As explained above, if you have imported journal entries for this pay period in your accounting system, you must reverse these journal entries. To know how to proceed, please refer to chapter 11.

Finally, if you have forgotten an employee in a pay prior to the current pay period, this kind of correction can not be done in the “Previous pays with corrections allowed” report. In this case, please read the next section “You forgot an employee in a previous pay period”.

You forgot an employee in a previous pay period

Note that VSPS does not save any payroll data when the net salary amount is equal to zero. If you have forgotten an employee in a previous pay period, you can not use the “Previous pays with corrections allowed“ report because for this pay period, no pay was posted for this employee.

In these circumstances, instead, you must click on the “Pay“ icon. Normally, the current pay is displayed. If you had not done it yet, you should click on the “Post“ button to save the current payroll data in the database.

Thereafter, it is very important to click on the “Erase“ button in order to have a blank worksheet. If you are using the time sheets, hours may be displayed in this screen. If so, for each of the employees, except for the one you forgot to pay, you should enter 0 over any number of hours (a red star will be displayed beside the overwritten field). In fact, the net salary of any other employee must be equal to zero.

Then, in the top of the screen, you must select the desired pay period by clicking on the scroll bar. Once positioned on this pay period, you must click on the “Confirm“ button that is only visible when a pay period changes.

Although all employees are displayed in the pay window, you must only process the payroll of the employee that you have forgotten before.

Once this is done, you have to click on the “Post“ button to save your data in the payroll database. Since you have already posted the other employees data for this pay period, a message will be displayed for every employee that has a salary for this pay period. In this message, you will be asked if you wish to erase the data you posted before. **For each of them, you must answer « NO » (meaning that you do not want to erase any payroll data for this employee)**.

Finally, it is important to quit the pay window to return to the “Previous pays with corrections allowed” report. After selecting the pay period, you can reprint the pay reports (summary report, detailed earnings, etc) and if needed, create a new payroll journal entries file. As explained before, if you have imported journal entries for this pay period in your accounting system, you must reverse these journal entries. To know how to proceed, please refer to chapter 11.

An employee quits definitively

When an employee is terminated and you have to prepare his last pay, usually, this includes the outstanding vacation pay. Before selecting the pay window, **you must go in the employee record and choose "Employment termination" for the type of vacation pay**. Thereby, the program will enter automatically the vacation balance in the "Vacation" column of the pay window.

With the VSPS program, when a Quebec employee is terminated, if the employer forgets to go in the employee's record to select "Employment termination" for the type of vacation pay and enters directly the amount in the "Vacation" column of the pay window, the program will assume that this amount is for annual vacation. In these circumstances, even after the last pay cheque to this employee, there will be an outstanding amount for vacation. Let us recall that in Quebec, the employer must calculate a vacation amount on each amount paid, including vacation pay, except in the case of a vacation pay given when the employee is terminated.

Fortunately, even if this kind of error is made and the terminated employee already received his final payment, VSPS allows you to void the vacation balance. To do so, you have to select the "Detailed vacation to pay to an employee" report and enter the balance but as a negative amount, on the last line (the last pay period) of the report, in the "Adjustment" column. For more information on this report, please refer to chapter 13.

Furthermore, when an employee is terminated and all the payroll process is done for this pay period, if you wish, in the employee's record, you can select "Yes" for the "Terminated" box. Thereby, this employee will not be displayed anymore in the pay window. **However, before selecting "Yes" in the "Terminated" box of the employee's record, you have to be sure that you really finished all steps of the payroll process (posting data in the database, printing cheques or making the file for the direct deposit, printing reports and if applicable, creating the payroll journal entries file to import in your accounting program)**.

Finally, concerning the production of the Record of Employment (ROE), please refer to chapter 13.

You want to make a backup copy

As mentioned before, a payroll database is a file with a ".DL7" extension. This database is created by VSPS and the name is composed of the business name followed by "12.DL7". For example, if the business name is "My company Inc.", the file name will be "My company Inc.12.DL7".

The payroll databases are always in the VSPS installation directory (by default, C:\VSPS 2012). Because this folder also contains other information in the subdirectories, **we strongly recommend that you copy the complete VSPS 2012 folder**.

You should always make external backup on a CD, DVD or other device. The best thing is to preserve this backup in a different location in case of fire, theft, etc.

16. Quebec construction worker (CCQ rules)

In the employee's profile, **in the "Miscell." tab**, you must check the box to indicate that this employee works in the field of construction in Quebec (when CCQ rules apply). This has the effect of displaying additional columns in the pay window.

Two of these columns are used for vacation pay. Note that for an employee working in the field of construction in Quebec, the CCQ (Commission de la construction du Québec) requires the employer to add to the income, at each pay period, 13% for vacation (13% x number of hours subject to CCQ rules x hourly rate). In reality, it is 6% for annual vacation, 5.5% for statutory public holiday and 1.5% for sick leave.

However, this vacation amount is not paid directly to the employee. The employer must instead pay this amount to the CCQ that pays, twice a year, an allowance to all Quebec construction workers. Since the employee does not receive this amount with his pay, the software displays another column for the vacation CCQ deduction. By default, this amount is the same as the one in the vacation CCQ income.

Moreover, for a Quebec construction worker, in the pay window, by default, the program assumes that the hours entered are all worked hours in the field of construction in Quebec. However, in the last columns of the pay window, the user can modify the number in the "Hours subject to CCQ" column and the amount in the "Gross income for vacation CCQ calculation" column. This affects the CCQ vacation calculation and also other incomes and deductions related to CCQ rules.

In other words, if a construction worker, in a pay period, has worked hours subject to CCQ and hours not subject to CCQ, do not forget to modify the "Hours subject to CCQ" column in order to calculate the proper incomes and deductions.

Because VSPS allows you to enter 2 different hourly rates for an employee, in these circumstances, the program always assumes that the first hourly rate is the one used for the hours subject to CCQ rules. So if ever an employee with 2 different hourly rates has hours that are not all subject to CCQ rules, you must allocate "rate 1" hours (those subject to CCQ) and "rate 2" hours (hours not subject to CCQ).

Normally, a Quebec construction worker also receives a compensation amount for safety equipment. This amount is not taxable and is based on the number of hours subject to CCQ. In the employee's profile, in the "Incomes" tab, you must enter, in "Other income 1" or "Other income 2", the amount per hour and select "$ per hour, not taxable". As noted below, it is possible to rename " Other income 1" and " Other income 2".

In addition, there is usually an amount taxable as benefits in Quebec only. In the employee's profile, you have to click on the "Benefits" tab and enter the amount per hour in the "Other taxable benefits for PROVINCIAL only" box.

Another feature for a Quebec construction worker is that there is also a deduction called “Levy” (for example, .75% of the gross income excluding taxable benefits). Remember that, in the main window of VSPS, by clicking the “Company” icon, you are allowed to rename “Other income 1”, “Other income 2” and each of the 10 other deductions. For example, you could replace “Other income 2” by “Levy” which will be a much more accurate description in the pay window. So, in the employee’s profile, you just have to indicate how this amount should be calculated.

Moreover, there is usually a deduction for union contributions and also other deductions. In all cases, VSPS allows you to indicate how to calculate each of these deductions.

As for the monthly report to produce to the CCQ, for now, VSPS does not produce this report. However, the program can generate reports in which you can obtain all data related to the selected employees for a month. For more information, please refer to «Detailed or summary payroll results for a given period of time» in chapter 13. **It is important to note that when choosing this report, in the criteria tab, you must select the option ”Based on end of pay period dates” (instead of ”Based on cheque dates”)**.

Then, based on the employees monthly data, you have to manually calculate the monthly employer’s contributions. Finally, it only remains that you fill out the monthly report on the CCQ web site (www.ccq.org).